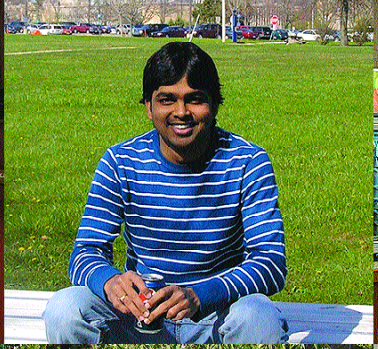


Housing and Dining Services
EASTERN ILLINOIS UNIVERSITY™

COLLEGE

calendar handbook.

your guide to living on campus | 2009-2010

Student Involvement
Options & Services
Community Standards
Contract Information
Telephone Numbers
Index
Calendar

2009-2010
Calendar Handbook

The information in this handbook is intended to give you a clear perception of what you can expect as a student in University housing. The following pages contain listings and descriptions of the policies, options and services offered in the community of University Housing & Dining Services. Additionally, a calendar of University events, a campus telephone index and a listing of University resources has been provided for your use. *The information in the Calendar/Handbook is current as of the time of printing.*

Please return to :

Name _____

Campus Address _____

Campus Phone _____

Home Address _____

City/Town _____

State _____ Zip _____

Home Phone _____

In Case of Emergency Contact _____

Email _____

Cell Phone _____

Academic Building/Room Abbreviations

AFAM - African-American Cultural Center
BD12 - Sculpture
BLAR - Blair Hall
BTHL - Booth Library
BUZZ - Buzzard Building
BZHS - Buzzard House
CMHN - Carman Hall North
CMHS - Carman Hall South
CCTS - Campus Tennis Courts
COLE - Coleman Hall
FINE - Doudna Fine Arts Center
FLDH - Field House
FLDS - Athletic Fields
HMSV - Human Services
KLEM - Klehm Hall
LAWS - Lawson Hall
LFSA - Life Science Annex
LFSB - Life Science Building
LMPH - Lumpkin Hall
LNTZ - Lantz Building
MAIN - Old Main
MCAF - McAfee Gymnasium
MLKU - University Union
PHYS - Physical Science Building
RECR - Lantz Recreation Center
STAD - Stadium
STEV - Stevenson Hall
TAYH - Taylor Hall
TOMH - Thomas Hall

Quick Reference Information & Campus Resources

General Housing Information

Andrews	581-3759
Carman	581-5441
Carman Computer & Virus Lab	581-8591
Douglas	581-5551
Ford	581-2878
Housing Central Office	581-5111
Lawson	581-5131
Lincoln	581-5551
McKinney	581-2878
Pemberton	581-2578
Stevenson	581-5551
Stevenson Computer & Virus Lab	581-8561
Taylor	581-3333
Taylor Computer & Virus Lab	581-6033
Thomas	581-3079
Weller	581-2878
University Court	581-8000
University Apartments	581-5633

General Panther Dining Information

Catering, Panther	581-6082
Carman Dining Center	581-2700
Dining Menu	581-3663
Dining Central Office	581-5733
Food Court	581-8399
Java Beanery & Bakery	581-3000
Taylor Dining Center	581-3600
Thomas Dining Center	581-3700
Tower Dining Center	581-3900

Campus Information

Academic Assistance	581-2313
Bookstore	581-5821
Career Services	581-2412
Cashier's Office	581-3715
Counseling Center	581-3413
Financial Aid	581-3714

Campus Information (Continued)

Computer Help Desk	581-7708
Health Service	581-3013
Honors Program	581-2018
ITC Lab (Buzzard)	581-3823
Library Circulation	581-6071
Library Hours	581-6423
Library Workshops	581-6061
Mathematics Tutoring	581-2028
Panther Card Information	581-6596
Reading Center	581-7898
Student Recreation Center	581-2821
Registrar	581-3511/3831
Sexual Assault Counseling & Information Service (SACIS)	348-5033
24 Hour Hotline:	1-888-345-2846
Speech, Language & Hearing Clinic	581-2712
Telecommunications	581-5951
Term Paper Clinics	581-6072
Testing Services	581-5986
Textbook Rental	581-3626
Ticket Office (Panther Express & EIU concerts)	581-5122
UPD Non-Emergency	581-3213
Writing Center	581-5929

Local Information

AmerenCIPS	1-888-789-2477
Amtrak®	1-800-872-7245
Animal Control	345-4112
Checker Top Cab	234-7474
Emergency	911
Greyhound	234-3333
Directory Assistance	1-(area code)-555-1212
Post Office	345-2900
Sarah Bush Hospital	348-2525
Suburban Express	345-5880
Water Department	345-7088

Frequent Topics of Interest

- Cable TV Info. p. 19
- Phone Info. p. 21
- Internet/Ethernet Info. p. 17
- Dining Options p. 26
- Dining Hours See *Back Cover.*
- Visitation p. 45
- Smoking p. 43
- Mailing Addresses p. 22
- Staffing p. 8
- Guest p. 39
- Cohabitation p. 35
- Meal Plan p. 27
- Noise Policy p. 40
- Candles and Combustibles p. 30

Welcome, General Information &

Student Involvement

On behalf of the entire staff of University Housing & Dining Services, I would like to take this opportunity to welcome all of our new and returning students to on-campus housing at Eastern Illinois University (EIU).

We are well aware that the majority of your time outside of the classroom will be spent in University housing, and it is our goal to make those hours enjoyable and productive. As always, we are eager to be of service whenever possible, and strive to do our very best to provide an environment that will maximize your college experience.

We feel that living in University housing is one of the many learning experiences that you will enjoy during your college career. We wish you success in the attainment of your educational goals and the enjoyment of the challenges and opportunities you will have while attending EIU.

Mark Hudson, Director

University Housing & Dining Services

University Housing & Dining Services Mission Statement

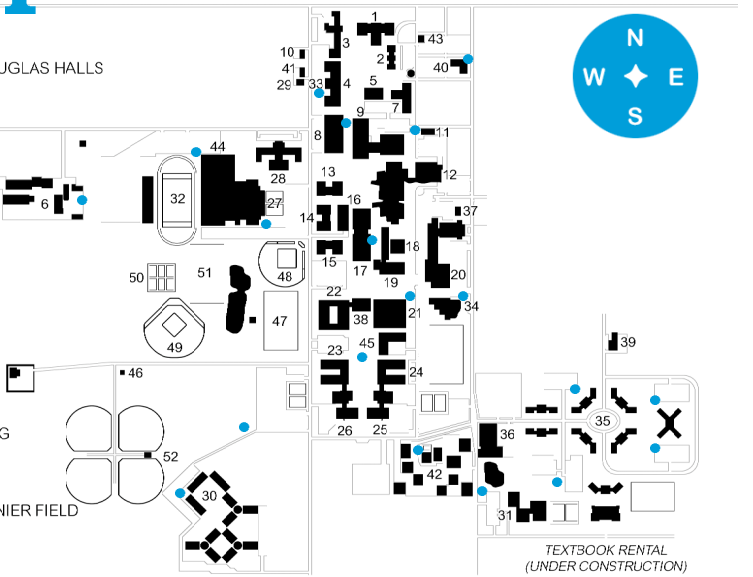
University Housing & Dining Services at Eastern Illinois University strives to create an educational and nurturing environment conducive to diverse learning opportunities and receptive to the needs of our students and guests in a manner that is congruent with the overall mission of the University.

University Housing & Dining Services Diversity Statement

The Department of University Housing & Dining Services at Eastern Illinois University pledges to create and uphold a community that embraces diversity in all forms; where people are treated with dignity and respect. In this community, all are safe to express their views, to live and grow as people without fear of discrimination or prejudice, and have the right to be accepted, not simply tolerated.

campus map

1. OLD MAIN (Livingston C. Lord Administration Building)
2. BLAIR HALL
3. PEMBERTON HALL (TEXTBOOK RENTAL)
4. PHYSICAL SCIENCE BUILDING
5. STUDENT SERVICES BUILDING
6. PHYSICAL PLANT SERVICES
7. POWER PLANT
8. McAFEE GYMNASIUM
9. MARTIN LUTHER KING, JR. UNIVERSITY UNION
10. BOOTH HOUSE
11. UNIVERSITY POLICE DEPARTMENT
12. DOUDNA FINE ARTS CENTER
13. FORD HALL
14. McKINNEY HALL
15. WELLER HALL
16. GREGG COMPUTER LAB
17. BOOTH LIBRARY
18. GREENHOUSE
19. LIFE SCIENCE BUILDING
20. BUZZARD HALL
21. KLEHM HALL
22. COLEMAN HALL
23. TAYLOR HALL
24. THOMAS HALL
25. ANDREWS HALL
26. LAWSON HALL
27. LANTZ BUILDING
28. LINCOLN, STEVENSON, DOUGLAS HALLS
29. BRAINARD HOUSE
30. UNIVERSITY APARTMENTS
31. CARMAN HALL
32. O'BRIEN STADIUM
33. PHIPPS LECTURE HALL
34. TARBLE ARTS CENTER
35. GREEK COURT
36. NINTH STREET HALL
37. GREENWOOD SCHOOL
38. LUMPKIN HALL
39. GREEK COURT
40. BURL IVES ART STUDIO
41. LINDER HOUSE
42. UNIVERSITY COURT
43. AFRICAN-AMERICAN CULTURAL CENTER
44. STUDENT RECREATION CENTER
45. HUMAN SERVICES BUILDING
46. OBSERVATORY
47. LAKESIDE RUGBY FIELD
48. WILLIAMS SOFTBALL FIELD
49. COACHES STADIUM AT MONIER FIELD
50. DARLING TENNIS COURTS
51. LAKESIDE SOCCER FIELD
52. INTRAMURAL FIELDS



Dots represent emergency phones located throughout campus.

Student Involvement

Americans With Disabilities Act

In accordance with the Americans with Disabilities Act of 1990, no individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of the University. Further, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the University or be subjected to discrimination by the University.

Sexual Harassment

It is the policy of Eastern Illinois University that sexual harassment of one member of the campus community by another will not be tolerated. Sexual harassment involves unwelcome offensive behavior based on gender. Sexual harassment may take many forms including inappropriate jokes, unwelcome advances, and physical assault. It is important to encourage victims to seek support and report any problems. The University takes issues of harassment and discrimination very seriously. If you feel that you have been sexually harassed or discriminated against on the basis of gender, you may file a discrimination complaint with the Office of Civil Rights at 581-5020 (1011 Old Main). You may also contact chairpersons, deans, or other University officials with whom you are comfortable. These persons will contact our office for further assistance.

Employee Harassment

Any attempt to physically or verbally harass a University employee in the performance of his/her duties will be viewed seriously and may lead to suspension from University housing and/or other disciplinary action.

University Diversity and Affirmative Action Statement

America draws its strength and vitality from the diversity of its people. Eastern Illinois University is enriched by building a pluralistic campus that celebrates and draws upon the talents of all its students, faculty, and staff.

Eastern Illinois University provides equality of opportunity in education and employment for all students and employees. Discrimination based upon race, color, sex, religion, age, national origin, ancestry, marital status, disability, Vietnam War veteran status, or any other basis of discrimination precluded by federal and state statutes, is strictly prohibited. Moreover, as prescribed by federal guidelines, the University is committed to a program of affirmative action to alter patterns of employment, which indicate under representation of members of minority groups and women. The University further pledges itself to a program of affirmative action as prescribed by statute to employ, and advance in employment, disabled veterans and veterans of the Vietnam War era.

University Mission Statement

Eastern Illinois University offers superior yet accessible undergraduate education. Students learn the methods and outcomes of free inquiry in the arts, sciences, humanities, and professions guided by faculty known for its commitment to teaching, research/creative activity, and service. The University community strives to create an educational and cultural environment in which students refine their abilities to reason and to communicate clearly so as to become responsible citizens in a diverse world.

2008-2009 Security Statistics

Go to *www.eiu.edu/~police/stats.html*.

Community Description

Community Values

University Housing & Dining Services strives to provide an atmosphere where students can learn and effectively pursue their academic and personal goals. In addition, the staff is committed to creating a community where ideas are freely discussed, topics of concern are explored, and a sense of community is fostered among all students. Students are encouraged to develop several community commitments where people and property are respected and an awareness of global and local issues and concerns are promoted. We hope that you will join your fellow residents in developing a community dedicated to the following goals:

- **Respect**
  Respect for one's self and for others is the hallmark of a striving community. Respect results in dedication to individual collective expressions of truth and honesty. Respect is demonstrated by a commitment to act ethically, to welcome difference, and to engage in open exchange about both ideas and decisions.
- **Valuing Diversity**
  Eastern Illinois University is committed to strengthening the relationships and level of understanding among people by supporting them in learning about the diversity that exists and enriches our community. We encourage each person to see this as a lifelong learning process in which he/she continues to develop the skill and attitude necessary to be a positive and productive member of society.
- **Community Watch**
  Much like the neighborhood watch program found in many communities, we ask you to watch out for and protect your "home away from home" and the members of your neighborhood. The safety and security of each residence hall depends, in part, on the actions and responsibility exercised by each community member. No lock or security measure is effective when ignored or used improperly. For your own safety and the safety of your fellow residents, please observe appropriate safety and security measures.

Resident's Rights

The University housing community entitles each student the right to:

- Read and study without interference, unreasonable noise or other distractions.
- Sleep without undue disturbance.
- Have personal privacy within an individual resident's room.
- Live in a clean, sanitary environment.
- Have free access to one's room and facilities.
- Host guests, but with the understanding that guests will honor the rights of other community members.
- Address grievances to staff.
- Be free of fear from intimidation and physical or emotional harm.
- Assume there will be reasonable cooperation in telephone use.
- Respect roommate(s) belongings.

Resident's Responsibilities

Upon moving into University housing, you are responsible for the following:

- The rules and regulations of the University and University Housing & Dining Services as stated in the Student Conduct Code and in this document. Each person is responsible for knowing these rules and adhering to them at all times. To receive a copy of the Student Conduct Code, call the Office of Student Standards at 581-3827.
- Attending meetings held by the housing staff at the beginning of each semester, and periodically as needed. You are responsible for all information discussed, and if unable to attend, you should contact your staff member.
- You are responsible for your room or apartment, actions of guests and the activities that occur within. Even if you are not present or involved in an incident in your room, or if your guests are involved without your knowledge, you can be held responsible.

Student Involvement

Staffing, Professional Staff

For more information on these positions go to *www.eiu.edu/~housing*.

Area Director, Housing

The Area Director is a full-time member of the professional staff. He or she is responsible for the overall operation of an area and functions in an advisory capacity to develop the potential of each student towards their educational goals. He or she has earned at least a master's degree and has an extensive background in the field of Residence Life or Student Development.

Assistant Directors, Panther Dining

Assistant Directors are responsible for the overall management of the dining operations that fall under the umbrella of Panther Dining.

Complex & Resident Directors, Residence Halls

Complex Directors and Resident Directors are live-in, full-time members of the professional staff. Their primary function is the management of a residence hall or group of residence halls. They have earned at least a master's degree and have extensive backgrounds in the field of Residence Life or Student Development. They serve as advisors to residence hall governments, and, when applicable, assist in planning programs in the residence halls.

Secretaries, Residence Halls

Stationed at many of the residence hall front desks are Residence Hall Secretaries. The Hall Secretaries work with the Resident Assistants, Front Desk Assistants and other professional staff members to complete the day-to-day tasks required to run a residence hall in an efficient manner. They are an excellent source of information for residents.

Building Service Workers (BSW)

Building Service Workers clean the lounges, stairwells, hallways and other public areas of the residence halls. Students are responsible for the cleanliness of their rooms or apartments. Cleaning supplies are available at the front desk of the residence halls, and on-site University Apartments/University Court offices.

Apartment Manager, University Court

The University Court Resident Director is a full-time, live-in member of the professional staff. He or she is responsible for the operation of an apartment complex housing approximately 550 students.

Panther Dining Staff

Composed of full and part-time employees, the Panther Dining Staff operates four residential dining centers, two convenience centers, the University Food Court, Panther Catering and Java Beanery & Bakery.

Associate Resident Directors, Residence Halls

Associate Resident Directors are live-in professional members of the housing staff who are working toward a master's degree. Each Associate Resident Director is jointly responsible their area and other individual responsibilities as outlined by their supervisor(s).

Associate Resident Directors, Greek Court

The Greek Court Associate Resident Directors are live-in professional members of the housing staff who are currently working on a master's degree. Each Greek Court Associate Resident Director is responsible for the overall operation of two Greek Court buildings and is a coordinator of special programs.

Associate Resident Directors, University Court (and Marketing)

The University Court Associate Resident Directors are live-in members of the professional staff. They assist the Apartment Manager with the overall operation of the apartment complex. They are also members of the University Housing & Dining Services Marketing Committee specializing in either research or Webpage development.

Staffing, Undergraduate Students

For more information on these positions go to *www.eiu.edu/~housing*.

Desk Assistant

Desk Assistants work at the residence hall front desks and are responsible for checking out equipment, sorting mail, answering the phone, making change and acting as a resource for residents and guests.

Resident Assistant

Resident Assistants live on each floor in the residence halls. Their primary concern is the resident population on their floor. They assist students personally or through appropriate referrals with academic, personal, social, or other types of services that aid college students with University life.

Senior Staff Assistant

By providing support to Professional Staff members, the Senior Staff Assistant, better ensures that the needs of residents are being met in the best possible manner.

Student Custodian

Every residence hall employs one or two residents to work with the Building Service Worker (BSW) staff. These student helpers assist with various duties like emptying trash cans; sweeping common areas such as basements, stairwells and the lobby; cleaning glass doors and windows, and vacuuming common area rugs and carpeting.

Night Assistant

The Night Assistant program works closely with the University Police Department in order to provide security for students and University property. Their have a number of duties, with their primary function being to act as the eyes and ears of the University Police Department.

Housing & Dining Office Student Worker

Housing & Dining Office Student Workers are amongst the first people students will come in to contact with when they contact University Housing & Dining Services. This is a customer service position whose duties include answering phones, data input, computer inquiry, answering questions, mail fo r warding, filing, and providing assistance at the reception counter, as well as many other miscellaneous tasks needed to run the Office of University Housing & Dining Services.

Lab Assistant and Head Lab Assistant

Lab Assistants and Head Lab Assistants are responsible for monitoring the computer labs located in the residence halls, answering questions and printing student work. Head Lab Assistants have the added duties of hiring new Lab Assistants and coordinating the Lab Assistants work schedule.

Computer Lab Coordinator

The Computer Lab Coordinator is responsible for supervising the Lab Assistants and Head Lab Assistants, as well as monitoring lab schedules in an effort to keep the labs running efficiently. Additional duties include hiring Head Lab Assistants, Lab Assistants, and, if necessary, Network Assistants.

Network Assistant and Network Computer Coordinator

Network Assistants and the Network Computer Coordinator aid members of the on-campus residential community with the Ethernet connections in their rooms or apartments, with the Network Computer Coordinator handling the more difficult work orders. Additionally, the Network Computer Coordinator has the added duties of hiring and supervis-

ing the Network Assistants, and, if necessary, Lab Assistants.

Dining Center Student Assistant

Dining Center Student Assistant is a general title used to describe a variety of positions held by students who are employed in the University Food Court, Marketplace Convenience Centers, Panther Catering or any of the four residential dining centers.

Positions vary and include Kitchen, Line, Salad and Hot Bar Assistant, Reservation Only Host and Waiter, Dishroom, Catering, Checker, Busser and others.

Dining Student Manager

Dining Student Managers are employed in one of the four residential dining centers, University Food Court or Catering, and are responsible for training and directing student employees. Duties include opening and closing for each shift, training student employees, and enforcing sanitation laws and Panther Dining guidelines.

Conference Assistant

(May - August) Conference Assistants act as ambassadors to the campus for thousands of guests who travel to Charleston each summer. The position has a wide variety of responsibilities which include: working the front desk, night security, greeting at dining centers, maintaining the linen program, and recruiting future Eastern Illinois University students.

- **Panther Dining, Assistant Directors**
  Employment applications are available from the Assistant Directors in the each of the dining units or the central office (MLK Union).
  Carman Dining Center
  Chris Wojtysiok, Assistant Director
  581-2700 (cjwojtysiok@eiu.edu)
  Panther Catering
  Kristin Cann, Assistant Director
  581-6082 (krcann@eiu.edu)
  Taylor Dining Center
  Sheila Poffinbarger,
  Assistant Director
  581-3600 (sdepperson@eiu.edu)
  Thomas Dining Center
  Susan Sanner, Assistant Director
  581-3700 (smnapolitan@eiu.edu)
  Tower Dining Center
  Jamie Huckstead, Assistant Director
  581-3900 (jlhuckstead@eiu.edu)
  University Food Court
  Sandy Black, Assistant Director
  581-8399 (slblack@eiu.edu)

Leadership, Involvement Opportunities

Hall Councils

Residents are provided the opportunity to have their opinions heard, and play an active role in the Hall Council that plans and executes activities in their hall. This allows residents to aid in the decision-making process, participate as a leader in hall activities and learn how to work with others. Hall Council meetings are held weekly and residents are urged to

attend. All residents are automatically voting members of their building's hall council. Go to *www.eiu.edu/~rhaorg* for more information.

Residence Hall Association

The Residence Hall Association (RHA) serves as the voice of on-campus residents. Weekly meetings, open to all students residing in University housing, are held to discuss any number of topics related to the needs of the ever-changing student population. RHA has provided input on room and board rates, policy changes, furniture purchases, and renovation plans. Go to *www.eiu.edu/~rhaorg* for more information.

National Residence Hall Honorary

The National Residence Hall Honorary (NRHH) is the recognition branch of the National Association of College and University Residence Halls (NACURH). NACURH, as an organization, believes that recognition is a must in a strong residence hall community. As such, NRHH is there to make sure that we don't forget to give those who deserve it a much needed pat on the back.

NRHH chapters have a special way of recognizing those top leaders - by membership. NRHH chapter membership is restricted to the top 1% of students living in the residence halls (per school). For more information call 581-5624. Go to *www.eiu.edu/~nrhh* for more information.

Bond Revenue Committee

Students are appointed to the Bond Revenue Committee by the Residence Hall Association and the Student Senate to advise housing administration on room and board rates for the following year. They also look at long range plans and facility renovation needs for University Housing & Dining Services. These plans are then reported to the Residence Hall Association and the Student Senate for input. Residence hall staff and housing office personnel serve as ex-officio members and support for the committee.

Dining Committees

Dining works with housing staff members and a number of student dining committees to evaluate options and services throughout the academic year. Any student who wishes to be a part of a dining committee may inquire with the hall government of his or her residence hall.

Scholarships, Housing Related

Sean R. McKinney Scholarship

The recipient must be a student with two or less semesters completed at EIU (not including the semester of nomination). He or she must have demonstrated leadership and involvement in enriching the residence hall environment at EIU. The recipient must maintain a minimum GPA of 2.25 and live in a residence hall for the following academic year. This award is announced in the spring and awarded in the fall.

Brad Wright Scholarship

The recipient must be an undergraduate student at EIU during the semester of nomination. He or she must have been employed as a Resident Assistant for a minimum of one semester, before or including the semester of nomination. The recipient must have earned a minimum cumulative GPA of 2.75 at the end of the semester before nomination. He or she should show a giving personality, strong character, and inspire others at EIU through their example without seeking reward. The recipient must live on campus during the fall semester that the award is issued.

Richard G. Enochs Scholarship

The recipient shall be a sophomore, junior, senior, or graduate student at EIU during the semester of nomination with a stated intention of returning to the University for the fall semester following the semester he/she is selected. The recipient must reside in the residence halls or University-operated apartment at the time of nomination. The recipient shall be of outstanding scholastic achievement and personal character. He or she must

have demonstrated achievement in terms of his or her contribution to the residence hall program, or programming within a University-operated apartment complex. Financial need may be considered by the Committee, but only after the candidate list has been reduced to three or less by the application of all other stated criteria. The scholarship award shall be paid only upon the recipients enrollment at EIU for the fall semester following the date of his spring semester selection.

Lou & Mary Kay Hencken Scholarship

The recipient(s) shall be a full-time student enrolled at EIU with a minimum of a sophomore standing. The student should be seeking secondary teacher certification, with preference given to students majoring in Career and Technical Education. Applicants must be residents of Coles, Douglas, St. Clair, Macoupin, or Montgomery counties. The recipient(s) must live in University Housing. One exception of this requirement will be students that are student teaching during this semester. An overall GPA of 2.75 is required.

Louis V. Hencken Housing Service Scholarship

The recipient(s) must be a full-time student attending EIU. The award may be made to a student completing their first year of school through graduate school. The recipient(s) must reside in some form of University owned housing during the entire period of time for which the award has been made, unless student teaching or studying abroad. The recipient must have a cumulative GPA of 3.0 or better on a 4.0 scale and be in good disciplinary standing. The recipient must be or have been taking an active roll in the Residence Hall Association or an individual housing units governing organization at some point in their EIU student years. The recipient(s) shall be selected in the spring semester each year. All else being equal, consideration will be given to candidates contribution to the University community during the year being evaluated.

Staff Partnership Scholarship

The recipient must have applied and been accepted to EIU as a degree-seeking candidate pursuing a bachelor's or master's degree. Preference will be given in priority order as follows; 1) undergraduate students who serve EIU as a Resident Assistant during their undergraduate program and, 2) graduate students without an assistantship who serve EIU Residence Hall Program and are pursuing a graduate education and plan to pursue a career in student housing. The recipient shall engage in student affairs work within their department as a condition of the scholarship by performing weekly housing duties while serving as a Resident Assistant or completing other duties as assigned by the Director of Housing. The recipient must live in University housing. One exception to this requirement will be to students who are student teaching during the semester of the award. The recipient must maintain an overall GPA of 3.0.

Housing & Dining

Options and Services

Housing Options, All Female Halls

Pemberton Hall

Pemberton is the oldest state-owned female residence hall in Illinois. It's one of two options for female honors students.

- **Interchangeable Furniture, Residence Halls**
  Information about residence hall rooms equipped with furniture that is moveable, bunkable and loftable is available at *www.eiu.edu/~housing/ps_res_hall_layouts.php*.

Andrews and Lawson Halls

Both Andrews and Lawson Halls are nine-story buildings with laundry facilities on each floor. They are two of four residence halls that comprise the South Quad - which collectively house a large and diverse number of students. Also, Andrews is designated as an Honors Hall for female students.

Lincoln Hall

Lincoln is a four-story building sharing common facilities, including a front desk, with Stevenson and Douglas Halls. Additionally, it's one of only three halls that provides break housing.

Housing Options, All Male Halls

Thomas Hall

Thomas Hall is a two tower four-story facility. It is one of only two all male residence halls on campus. It has a South Quad location and relaxed atmosphere. Also, Thomas is designated as an Honors Hall for male students.

Douglas Hall

Douglas is a four-story building sharing common facilities, including a front desk, with Stevenson and Lincoln Halls. Additionally, it's one of only three halls that provides break housing.

Housing Options, Coed Halls

Carman Hall

Carman Hall, located in the southeast corner of campus, accommodates the largest population of freshmen on campus in two adjoining towers. Men live in

- **Room Options, Residence Halls**

  Double Room
  A Double Room is a residence hall room designed to house two students.

  ***Double as a Single**
  A Double as a Single is a residence hall room designed to house two students, but reserved for one.

  Triple Room
  A Triple Room is a residence hall room designed to house three or more students, but reserved for three.

  ***Triple as a Double**
  A Triple as a Double is a residence hall room designed to house three students, but reserved for two.

  Physical Single
  A Physical Single is a residence hall room designed to house one student.

  Assignments are based on availability of space and date of application.

** Additional cost associated with room assignment.*

Options and Services

the nine-story south tower and women in the ten-story north tower.

Taylor Hall

Taylor Hall, a five-story facility that houses women and men on separate floors, is one of four residence halls that comprise the South Quad.

Ford, McKinney and Weller Halls

Central to campus, these three smaller communities are collectively known as the Triad. These two-story buildings are co-ed by wing and are in short walking distance of the Library, University Union, and a computer lab.

Stevenson Hall

Stevenson Hall is a ten-story co-ed facility consisting of two and three-bedroom suites with a semi-private bathroom and living room. Male and female residents, while separated by suite, share the same floor space.

Housing Options, Fraternal Organizations

Greek Court

Greek Court, located across the street from Carman Hall, is the home of 19 fraternities and sororities representing the National Pan Hellenic Council, Panhel-

Housing Features & Prerequisites

With the exception of University Apartments (See **E** for more details), on-campus residents must be enrolled in at least a 1 hour credit class at EIU and . . .

A. meet a specific gender prerequisite.
B. have 60 credit hours earned or be a minimum of 21 years of age.
C. gain permission from the Greek Court organization.
D. have 30 credit hours earned or be a minimum of 21 years of age.
E. be enrolled in at least 9 credit hours (undergraduate) or 6 credit hours (graduate) and meet one of the following requirements: married living with spouse or domestic partner, parent living with dependent child, graduate student, or be a minimum of 25 years of age.

	Buildings / (Capacity)	Air Conditioning	Co-Ed	All Female	All Male	Honors Housing	Wireless Internet Access	Quiet Lifestyle Floor	Visitation (24-Hour)	Front Desk	Community Kitchenettes	Semi-Private Bathroom(s)	Community Bathroom(s)	Elevator
A	Andrews (F 480)	●		●		●	■	■		●	■		●	●
A	Carman (F 432 / M 384)	●	●				■			●	■		●	●
A	Douglas (M 175)	●			●		■		●		■	●		
A	Ford (F 72 / M 78)	●	●				■				■		●	
A	Lawson (F 480)	●		●			■		●	●	■		●	●
A	Lincoln (F 200)	●		●			■		●		■		●	
A	McKinney (F 72 / M 78)	●	●				■		●	●	■		●	
A	Pemberton (F 215)			●		●	■			●	■		●	
A	Taylor (F 248 / M 352)	●	●				■	■	●	●			●	■
A	Thomas (M 438)	●			●	●	■	■	●	●	■		●	■
A	Weller (F 72 / M 78)	●	●				■		●		■		●	
B	Stevenson (376)	●	●				■		●	●	■	●		●
C	Greek Court (M 310 / F 364)	●	●				■		●	●	■	●		
D	University Court (574)	●	●						●			●		
E	University Apartments (154)	●	●						●			●		

- **Themed Housing Options**

Quiet Lifestyle
Quiet lifestyle floors are available to those who wish to live with others in a more subdued atmosphere. See *Quiet Lifestyle Floors* on p. 42 for more information.

Break Housing
with the exception of buildings that offer Break Housing, students vacate the residence halls and Greek Court during University breaks that are longer than three days. Residents of these buildings may stay over the breaks for an additional charge per week.

Honors Housing
Honors Program students receive priority assignment to honors buildings based on availability. Residents need not be an honor student to request an honors building. Current residents are not required to move from honors buildings to create space for honor students.

- ● Denotes entire building or complex.
- ■ Denotes specific floor(s) or building(s).
- X Denotes optional service.

Buildings / (Capacity)	TV Lounge	Meeting Room/Classroom/Study Area	Break Housing Offered	Direct Internet-Connection	Cable Television	Swimming Pool	Laundry Facility	Mattress Size: 80"x39" (X-Long Twin)	Mattress Size: 75"x36" (Twin)	Mattress Size: 75"x54" (Double)	Dining Option Nearby	Meal Plan
Andrews (F 480)	●	●		●	●		●	●			●	●
Carman (F 432 / M 384)	●	●		●	●		●	●			●	●
Douglas (M 175)	●		●	●	●		●	●			●	●
Ford (F 72 / M 78)	●	●		●	●		●	●			●	●
Lawson (F 480)	●	●		●	●		●	●			●	●
Lincoln (F 200)	●		●	●	●		●	●			●	●
McKinney (F 72 / M 78)	●	●		●	●		●	●			●	●
Pemberton (F 215)	●	●		●	●		●		●		●	●
Taylor (F 248 / M 352)	●	●		●	●		●	●			●	●
Thomas (M 438)	●	●		●	●		●	●			●	●
Weller (F 72 / M 78)	●	●		●	●		●	●			●	●
Stevenson (376)	●	●	●	●	●		●	●			●	●
Greek Court (M 310 / F 364)				●	●		●	●			●	●
University Court (574)	●		●	●	●	●	●	●	●		●	X
University Apartments (154)			●	●	●		●	●	●	●		X

Options and Services

lenic Council and Intrafraternity Council. Residents share a semi-private bathroom with an adjoining room. A staff member lives in each building. The chapter room in each building has a full kitchen available for resident use.

Housing Options, Apartments

University Court Apartments

This 11 building, three-story apartment complex offers one and two bedroom furnished apartments for 1-4 students with kitchen/dining area, family room, one or two bedrooms and one or one and a half bathrooms. An outdoor swimming pool is located on site. Each building contains laundry facilities and on-site staff is on call 24-hours a day.

Residents are responsible for notifying the water department and electric company about disconnecting water and electricity prior to the time of check-out. Utilities must be maintained in the residents names through out the term of the contract. *Refer to the "Contract Information" on p. 46 for more information.*

University Apartments

University Apartments, tucked away in the southwest corner of campus, offers

affordable studio apartments for EIU's non-traditional student population. All utilities, with the exception of long-distance phone service, are included in the cost of an apartment. *Refer to the "Contract Information" on p. 46 for more information.*

Maintenance Requests, On-Line Work Orders

Students living in the residence halls, Greek Court and University Court can report maintenance problems at their front desks/central office or via the University's on-line work order system at *www.eiu.edu/~housing/cs_roomrepair.php*. Students living in University Apartments should continue to report any maintenance issues to the on-site office.

Problems should be explained in full so the urgency of the situation can be determined. Safety and security requests are first priority. Immediate service, where possible, will be rendered if it is found that one of the following conditions exists:

- A blocked sewer system affecting many occupants
- A complete power failure in the building or apartment
- Loss of heat during winter
- A safety problem

Residents will only be charged if the repair is due to negligence or misuse. Personal hygiene items are not to be flushed down the toilet.

The University reserves the right to enter rooms or apartments during reasonable hours to make repairs or refurbishment as deemed necessary. *See the "Maintenance Policy" on p. 40.*

Housing Services

Direct Internet Access, Ethernet Connections

The EIU Century 2000 Network provides all on-campus residents with the ability to access the Internet through an exclusive network of cables. Individual Ethernet connections in each residence are provided per resident. Wireless access is available in the first floor lounges of the residence halls as well as all of the chapter rooms in Greek Court.

- **Troubleshooting, Internet Access Frequently Asked Questions**

  What are the software and hardware requirements needed to use the EIU Century 2000 Network?

  The minimum operating systems required for on-campus Internet connections are Mac OS X® + for Apple computers and either Windows XP Professional® or Windows Vista Premium® or Ultimate® for IBM® compatible computers.

  A 10/100 LAN Ethernet Adapter Card should be installed in your IBM® compatible computer. An adapter card comes standard with many newer models. You should check the specifications that came with your computer to be sure it is Ethernet compatible.

  All Apple® computers are Ethernet ready and come installed with an Ethernet chip standard.

  A minimum 10' long RJ-45 Category- 6 Cable is also required for both IBM® compatible and Apple computers to connect to the Internet in on-campus residences.

  Additional hardware and software specifications are available at *www.its.eiu.edu/helpdesk/hrecommended.php*.

How do I connect my computer to the EIU Century 2000 Network?

Simply plug one end of the Category-6 Cable into the orange (or red) data port in the 4" X 4" box on the wall of your residence and the other into the Ethernet port on your computer. *See "Diagram A" below.*

Where can I get an RJ-45 Category 6-Cable?

Cables are available at the University Court Office and all residence hall front desks for $15.

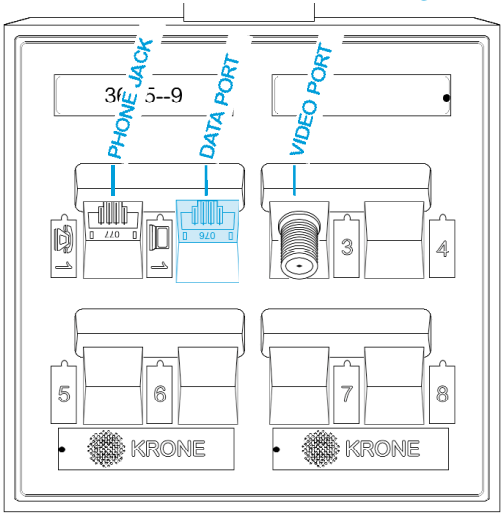
What is the EIU Century 2000 Network User Agreement?

By signing an on-campus housing contract you have agreed to the terms and conditions of the EIU Century 2000 Network User agreement. A copy of the agreement is posted at *www.eiu.edu/~housing/text/computlbs.html* and on p. 67 of this document.

My Internet is not working correctly. What should I do?

Simply call the Housing Help Desk at 217-581-7708 or stop by the Virus Lab in the lower level of Taylor Hall for assistance related to Internet connections. An RJ-45 Category-6 Cable is required for assistance.

Diagram A



Housing & Dining

Options and Services

Computer Labs
Stevenson Hall (lobby) and Taylor Hall (lower level) house computer labs reserved exclusively for individuals living in the residence halls, Greek Court, University Court and University Apartments.

Computer Virus Labs and Help Desk
Having computer problems? Call the Help Desk at 217-581-7708 or stop by the Virus Labs in Carman, Taylor or Stevenson Halls for assistance.

Copiers, Residence Halls
Copy machines are available in Carman, McKinney, Thomas, Stevenson, Taylor, and Pemberton Halls. If you experience any problems with the copy machines, report it to the residence hall desk.

Laundry Facilities
On-campus washing machines are all high efficiency Panther Card (i.e., University ID) operated machines that require the use of high efficiency (HE) detergent. Only two tablespoons of detergent are required per load of laundry. All of the dryers are free of charge.

Front Desk, Office
Each area has a front desk/office or access to a front desk/office. While each building may offer something different, they generally lend out cleaning supplies, VCRs/DVD players, games and sports equipment. Other services include change for vending machines, postage stamps, lock outs, etc.

Campus Security
Personal security is provided to on-campus residents by limiting access to buildings and rooms to those with the keys, requiring escorts for members of the opposite sex and:

- **Security Cameras**
  Security cameras have been installed in the public areas of Andrews, Carman, Douglas, Lawson, Stevenson, Taylor and Lincoln Halls. Installation in the remainder of the residence halls is expected to be completed by the end of the 2009-2010 academic year, with Greek Court and University-operated apartments to follow.
- **Lighting**
  Areas around on-campus housing are well lit.
- **Staffing**
  University Police, Charleston Police and Night Assistants keep watch while residents are asleep.
- **Emergency Telephones**
  Emergency phones are located throughout campus. These phones are bright blue with a blue light on top to allow students to quickly recognize them if the assistance of a University police officer is needed. By simply pressing a button, police are dispatched to the location of the respective phone.
- **Alert EIU (Text Messaging System)**
  Students are encouraged to sign up for Alert EIU, a text-messaging system that notifies subscribers to situations that require immediate action. To sign up, or to learn about all of EIU's emergency communication methods, please visit *www.eiu.edu/alerteiu/*.
- **Emergency Siren and Public Address System**
  A campus-wide siren/public address system will sound a pulse tone, followed by a public address message, if needed. The pulse tone signifies that students need to check their EIU-assigned email and/or Eastern's Web site for important information. Additionally, the University is in the process of installing public address (PA) systems inside on-campus residential buildings.

Cable Television Services
On-campus residents get access to over 80 channels including 8 HBO channels and 2 spanish language channels.

- **Troubleshooting, Cable Television Frequently Asked Questions**

How do I connect my TV to the On-Campus Cable Television Network?
A 10' coaxial cable is connected to the "video-out" port on the box located in your residence. Connect the free end to the "video-in" port on your TV.
See "Diagram A" on p. 17.

Can I get a longer coaxial cable?
It is recommended that you get any additional coaxial cables from your front desk/office.

Some of the channels don't show up?
Run the auto-programming feature as instructed in the TV's user manual.

What should I do if my cable goes out, or one of the channels isn't working?
Check the cable connection from the 4" X 4" box on your wall and your TV. Tighten cables as needed. If the problem persists call 1-800-610-0797.

- **On-Campus Cable Television Line-Up**

2	NBC (WTWO)	35	Spike	67	WE
3	CBS (WCIA)	36	VH1	68	EWTN
4	EIU Channel Guide	37	Disney	69	Outdoor channel
5	Campus TV	38	Court TV	70	Oxygen
6	PBS (WEIU)	39	Sci-Fi Channel	71	Shop NBC
7	NBC (WAND)	40	Travel Channel	72	Fit TV
8	FOX (WCCU)	41	TLC	73	Nickelodeon
9	WGN	42	USA	74	Jewelry TV
10	CBS (WTHI)	43	Comedy Central	75	Speed Channel
11	ABC (WICD)	44	TNT	76	Lifetime Movie Network
12	PBS (WILL)	45	CNN	78	Mediacom Connections
13	CW (WBUI)	46	E!	80	HBO Guide
14	Univision	47	Cartoon Network	81	HBO East
15	Inspirational Channel	48	HGTV	82	HBO West
16	Mediacom Local	49	History Channel	83	HBO 2 East
17	CMC (Campus Movie Channel)	50	HNN	84	HBO 2 West
19	MyNet (WCFN)	51	Food Network	85	HBO Signature
20	MTV U	52	Fox News	86	HBO Latino
21	CSPAN	53	TV Land	87	HBO Family East
22	QVC	54	I (Independent TV)	88	HBO Family West
23	Discovery	55	Galavision	*95-1	Biography
24	AMC	56	MSNBC	*101-2	ABC (WICD)
25	ABC Family	57	PIN	*101-4	ABC (WICD)
26	TWC	58	Hallmark Channel	*102-2	NBC (WTWO)
27	ESPN	59	Comcast Sports Network	*109-2	PBS (WILL)
28	ESPN2	60	FX	*109-4	FOX (WCCU)
29	ESPN Classic	61	CSPAN2	*110-2	CBS (WCIA)
30	A&E	62	TBS	*110-4	CBS (WTHI)
31	CNBC	63	MTV		
32	Lifetime	64	TBN		
33	Animal Planet	65	Fox Sports Midwest		
34	CMT	66	BET		

*High-Definition Channels

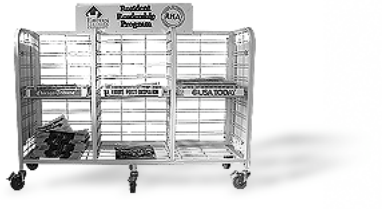
Options and Services

Academic Classrooms, Residence Halls

A number of academic classrooms are located in the residence halls. University Foundations (i.e., freshman seminar) is taught in the lower level of Carman, Taylor and Thomas Halls. A classroom is also located in Stevenson Hall.

Newspaper Readership Program

Copies of the Chicago Tribune, St. Louis Post-Dispatch and USA Today are provided free of charge in residence hall lobbies for all students living on campus.



24-Hour Assistance

There is a live-in staff member on-call 24-hours-a-day. Check the front desk or office to see who is on duty in the residence halls and Greek Court.

Study Areas

Each building has an area reserved for students who do not wish to study in their rooms. Typically, but not always, these areas are located in the lower level of each building.

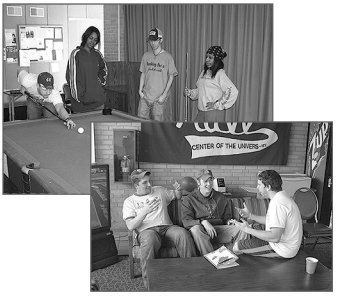
Public Recreation Areas

A number of activities are available for on-campus student use in the public areas of each of the residence halls. Activities will differ from building to building, but may include pool and/or ping pong tables, pinball machines, video games, air-hockey and TVs.

Panther Success Initiative Program

The Panther Success Initiative (PSI) program is designed for Eastern Illinois University students as they begin the transition to the University community all the way through graduation. The goal of this program is to assist each student in reaching their full potential and to promote their academic and personal development by focusing on the individual's needs and goals.

Individual conversations between each student and their Resident Assistant are conducted at least once a month to assist the student in accomplishing their academic, personal, and professional goals. The Resident Assistant is instructed to listen to the student's goals and needs in order to assist the student in identifying campus resources and information to aid the student toward achieving their goals.



Telephone Services

On-campus apartment and residence hall room and board contracts include free local telephone service via the regular LAN line in their assigned residences. Call Waiting, Speed Dialing, and a Personal Identification Number are provided free of any additional charge.

Caller ID, voice mail and long distance telephone service are available at a nominal fee. Go to *www.eiu.edu/~telecomm/* for more information.

- **Troubleshooting, Phone Service Frequently Asked Questions**

  What do I need to do to take advantage of the free local phone service provided as part of my housing contract?

  Plug a standard LAN line phone into the voice port on the 4" X 4" box located in your residence. *See "Diagram A" on p. 17.*

  Who do I contact if my voice port is damaged or is not working properly?

  Students should contact their front desk or office with any repair requests.

  What is a Personal Identification Number (PIN)?

  The PIN is an eight digit identifier used to identify and charge individuals when they make long-distance calls. Call 217-581-5951 for instructions on how to pick up a PIN.

  How am I billed for telephone related services?

  All telephone service related charges will be billed to your student account. A detailed listing of your telephone calls is available at *www.telebill.eiu.edu/pinnacle/cust.html.*

• **Telephone Dialing Instructions**	
Local Calls (ON-CAMPUS, WITHIN CHARLESTON & MATTOON)	Simply dial the seven-digit phone number.
Inside the 217 Area Code	Dial the seven-digit phone number, wait for three beebs, dial PIN number.
Outside the 217 Area Code	Dial 1 + Area Code + seven digit phone number, wait for three bees, dial PIN number.
Dialing with Collect Calling or Third Number Billng (WITHIN THE 217 AREA CODE)	Dial 0 + 217 + seven digit phone number, wait for three beeps, dial PIN number. Wait for the operator to answer. Give the operator the special billing instructions.
Collect Calling or Third Number Billing (OUTSIDE AREA CODE 217)	Dial 0 + Area Code + seven digit number, wait for three beeps, dial PIN number. Wait for the operator to answer. Give the operator the special billing instructions.
International Calls	Dial 011 + Country Code + phone number, wait for three beeps, dial PIN number.
Toll Free Calls (800, 877 & 888)	Dial 1 + ten digit number, wait for three beeps, dial PIN number.
On-Campus Directory Information	Dial 581-5000 from 8am to 4:30pm, M-F (fall & spring) and 8am-4pm, M-R (summer)
Off-Campus Directory Information	Dial 1 + Area Code + 555-1212.

Options and Services

Mail Services

Mail is delivered to University housing facilities each day, except Sundays and U.S. Postal Service holidays. There is one mailbox per room or apartment.

- **Mailing Addresses, Residence Halls**

  Student's Name
  Room # Andrews Hall
  2150 7th St.
  Charleston, IL 61920-4062

  Student's Name
  Room # Carman Hall
  2207 9th St.
  Charleston, IL 61920-4260

  Student's Name
  Room # Douglas Hall
  280 Grant Ave.
  Charleston, IL 61920-3354

  Student's Name
  Room # Ford Hall
  1867 4th St.
  Charleston, IL 61920-3943

  Student's Name
  Room # Lawson Hall
  2151 4th St.
  Charleston, IL 61920-4063

  Student's Name
  Room # Lincoln Hall
  360 Grant Ave.
  Charleston, IL 61920-3355

  Student's Name
  Room # McKinney Hall
  1907 4th St.
  Charleston, IL 61920-3944

  Student's Name
  Room # Pemberton Hall
  1521 4th St.
  Charleston, IL 61920-3946

  Student's Name
  Room # Stevenson Hall
  320 Grant Ave.
  Charleston, IL 61920-3356

  Student's Name
  Room # Taylor Hall
  2121 4th St.
  Charleston, IL 61920-4064

  Student's Name
  Room # Thomas Hall
  2120 7th St.
  Charleston, IL 61920-4065

  Student's Name
  Room # Weller Hall
  1921 4th St.
  Charleston, IL 61920-3945

- **Mailing Addresses, Greek Court**

  Student's Name
  Room # Alpha Gamma Delta
  1017 Greek Court
  Charleston, IL 61920-4274

  Student's Name
  Room # Alpha Phi
  1013 Greek Court
  Charleston, IL 61920-4273

  Student's Name
  Room # Alpha Sigma Alpha
  1004 Greek Court
  Charleston, IL 61920-4265

  Student's Name
  Room # Alpha Sigma Tau
  1009 Greek Court
  Charleston, IL 61920-4272

  Student's Name
  Room # Delta Delta Delta
  1012 Greek Court
  Charleston, IL 61920-4267

  Student's Name
  Room # Delta Tau Delta
  1001 Greek Court
  Charleston, IL 61920-4270

The following symbols, phrases or abbreviated terms should not be used in mailing addresses: (1) #, (2) Room #, (3) Apartment #, (4) Apt. or Apt. #, (5) Rm. or Rm. #, and (6) any Greek symbols.

Student's Name
Room # Delta Sigma Theta
1050 Greek Court
Charleston, IL 61920-4278

Student's Name
Room # Delta Zeta
1016 Greek Court
Charleston, IL 61920-4268

Student's Name
Room # Lamda Chi Alpha
1020 Greek Court
Charleston, IL 61920-4269

Student's Name
Room # Kappa Alpha Psi
1051 Greek Court
Charleston, IL 61920-4281

Student's Name
Room # Kappa Delta
1008 Greek Court
Charleston, IL 61920-4266

Student's Name
Room # Phi Beta Sigma
1055 Greek Court
Charleston, IL 61920-4280

Student's Name
Room # Pi Kappa Alpha
1000 Greek Court
Charleston, IL 61920-4229

Student's Name
Room # Sigma Chi
1021 Greek Court
Charleston, IL 61920-4275

Student's Name
Room # Sigma Kappa
1034 Greek Court
Charleston, IL 61920-4277

Student's Name
Room # Sigma Nu
1005 Greek Court
Charleston, IL 61920-4271

Student's Name
Room # Sigma Phi Epsilon
2103 12th St.
Charleston, IL 61920-3598

Student's Name
Room # Sigma Sigma Sigma
1030 Greek Court
Charleston, IL 61920-4276

Student's Name
Room # Zeta Phi Beta
1054 Greek Court
Charleston, IL 61920-4279

- **Mailing Addresses, University Court**

Student's Name
Apartment # Bloomfield
Charleston, IL 61920

Student's Name
Apartment # Cooper
Charleston, IL 61920

Student's Name
Apartment # Elliott
Charleston, IL 61920

Student's Name
Apartment # Gabbard
Charleston, IL 61920

Student's Name
Apartment # Giffin
Charleston, IL 61920

Student's Name
Apartment # Hampton
Charleston, IL 61920

Student's Name
Apartment # Lancaster
Charleston, IL 61920

Student's Name
Apartment # Ringenberg
Charleston, IL 61920

Student's Name
Apartment # Saunders
Charleston, IL 61920

Student's Name
Apartment # Yorkshire
Charleston, IL 61920

- **Mailing Addresses, University Apartments**

Student's Name
Apt. # University Apartments
Charleston, IL 61920

The following symbols, phrases or abbreviated terms should not be used in mailing addresses: (1) #, (2) Room #, (3) Apartment #, (4) Apt. or Apt. #, (5) Rm. or Rm. #, and (6) any Greek symbols.

Housing & Dining

Options and Services

Academic Programs

University Housing & Dining Services strives to promote and support the academic mission of the University. In this vein, the residence halls and Greek Court provide academic assistance through a loosely structured set of programs that can be adapted based on the ever changing needs of the on-campus population. Past topics have included stress management and preparing to meet with an academic advisor.

- **Faculty Fellows Program**
  As part of the program's goal to continue the overall quality of education on Eastern's campus, volunteer faculty and staff members, known as Faculty Fellows, will participate in a number of events scheduled to take place in the residence halls. Through these informal programs faculty will be able to keep up-to-date with students while getting to know them not only as students, but as individuals.

- **House Calls Program**
  As part of this program, Eastern faculty and staff visit the residence halls and interact with on-campus students within their own hall communities. The objective of the program is to get on-campus students to feel more connected to the University by providing on-campus students, faculty and staff a chance to engage in conversation with one another in an informal setting.

- **Academic Assistance Newsletter**
  Posted on the residential floors of Eastern's residence halls, this monthly newsletter provides insight and assistance on a number of academic topics. Topics covered in the past have included perfecting presentation skills, setting academic goals, avoiding plagiarism, and understanding time management.

Recycling Bins

There are recycling containers for paper, aluminum and plastic located throughout all University housing facilities. Please make an effort to know the location of these containers and encourage others to use them as well.

TTY

TTY refers to a specialized teletypewriter designed for use by individuals who have hearing or voice impairments. TTYs are available for students use.

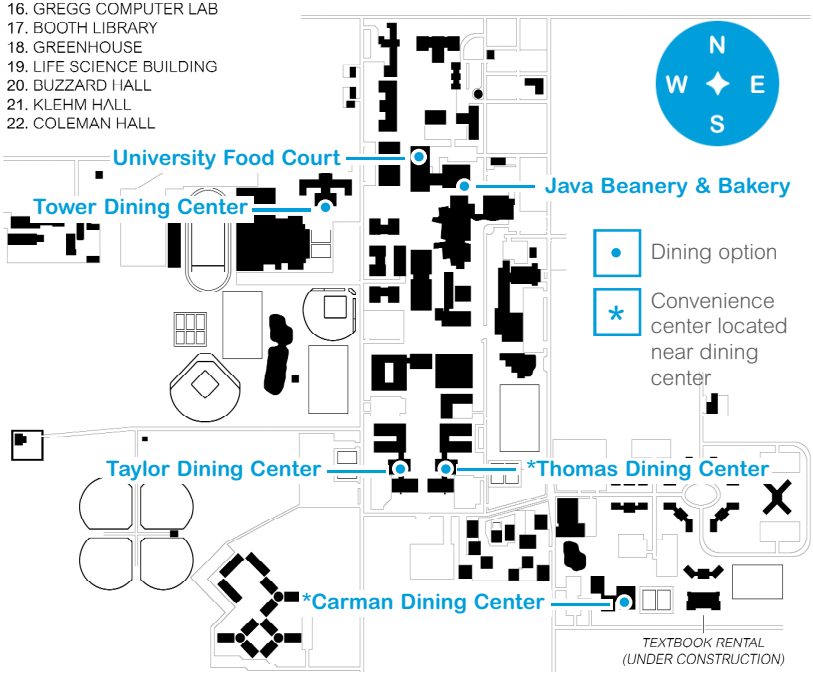
Panther Dining

Panther Dining operates four residential dining centers, Panther Catering, the University Food Court, two Marketplace Convenience Centers and Java Beanery & Bakery. In order to best serve the University, at least one of these options is in operation from 7:15am to 1am, Monday through Thursday; 7:15am to 11pm on Friday; 10am to 11pm on Saturday; and 10am-1am on Sunday. Actual hours subject to change.

Each year student and staff representatives evaluate each dining option (and the services proved by Panther Dining as a whole) to better ensure that the needs of the campus community are met. *See "Dining Commitees" on p. 11 for more information.*

• Panther Dining Locations

1. OLD MAIN (Livingston C. Lord Administration Building)
2. BLAIR HALL
3. PEMBERTON HALL (TEXTBOOK RENTAL)
4. PHYSICAL SCIENCE BUILDING
5. STUDENT SERVICES BUILDING
6. PHYSICAL PLANT SERVICES
7. POWER PLANT
8. McAFEE GYMNASIUM
9. MARTIN LUTHER KING, JR. UNIVERSITY UNION
10. BOOTH HOUSE
11. UNIVERSITY POLICE DEPARTMENT
12. DOUDNA FINE ARTS CENTER
13. FORD HALL
14. McKINNEY HALL
15. WELLER HALL
16. GREGG COMPUTER LAB
17. BOOTH LIBRARY
18. GREENHOUSE
19. LIFE SCIENCE BUILDING
20. BUZZARD HALL
21. KLEHM HALL
22. COLEMAN HALL
23. TAYLOR HALL
24. THOMAS HALL
25. ANDREWS HALL
26. LAWSON HALL
27. LANTZ BUILDING
28. LINCOLN, STEVENSON, DOUGLAS HALLS
29. BRAINARD HOUSE
30. UNIVERSITY APARTMENT
31. CARMAN HALL
32. O'BRIEN STADIUM
33. PHIPPS LECTURE HALL
34. TARBLE ARTS CENTER
35. GREEK COURTS
36. NINTH STREET HALL
37. GREENWOOD SCHOOL
38. LUMPKIN HALL
39. GREEK COURT
40. BURL IVES ART STUDIO
41. LINDER HOUSE
42. UNIVERSITY COURT
43. AFRICAN-AMERICAN CULTURAL CENTER
44. STUDENT RECREATION CENTER
45. HUMAN SERVICES BUILDING
46. OBSERVATORY
47. LAKESIDE RUGBY FIELD
48. WILLIAMS SOFTBALL FIELD
49. COACHES STADIUM AT MONIER FIELD
50. DARLING TENNIS COURTS
51. LAKESIDE SOCCER FIELD
52. INTRAMURAL FIELDS



Housing & Dining

Options and Services

Panther Dining Options, Residential Dining Centers

Carman Dining Center

The Carman Dining Center is a self-serve, all-you-care-to-eat buffet with salads, desserts, and various entrees and side dishes. Other options include make-your-own-waffles, make-your-own Jump® Asian Cuisine's stir fry on a daily basis.

Tower Dining Center

The east line of the Tower Dining Center offers build your own grilled deli sandwiches, wraps and several grab-n-go choices to complete the meal. Breakfast burritos, made-to-order omelets and make-your-own waffles for brunch and dinner are offered on the west line. The Tower Dining Center is also the home of Reservation Only Dining. This full-service, restaurant-style dining experience is offered Thursday through Sunday night during the academic year.

Taylor-Lawson Dining Center

The Taylor-Lawson Dining Center is the home of Tyson's Sunset Strips as well as many other choices for lunch and rotating ethnic cuisine for dinner. Taylor is the only dining center open for a full service breakfast and will remain open during consolidated or holiday weekends.

A skillet breakfast is served on the weekends. Additionally, Taylor-Lawson is the location of Panther Dining's long-time favorite - Soul Food Sunday.

Thomas-Andrews Dining Center

The Thomas-Andrews Dining Center serves hamburgers, hot dogs as well as make-your-own Bonici Brothers Pizza™, and make-your-own Crustano's™ Deli toasted sandwiches.

Late night Bonici Brother™ Pizza is also available Sunday through Thursday from 8pm-1am.

Panther Dining Options, Convenience Stores

Marketplace Convenience Centers

Located in Carman and Thomas Halls, the Marketplace Convenience Centers offer an array of goodies from bagels, ice cream novelties and cereal bars to frappuccinos, soft drinks and microwavable meals.

- **Reservation Only Dining, Reservations**
  Menu includes grilled to order steak and other choices served with soup or salad, plus dessert. For guaranteed seating go to *www.eiu.edu/~dining*.

Panther Pantry
The Panther Pantry, located in MLK, Jr. University Union, offers Krispy Kreme® donuts, birthday cakes, hot pretzels, soft drinks, candy and other snack foods.

Panther Dining Options, University Food Court

Charleston Market
The on-campus location for specialty burgers, as well as hot dogs and sandwiches. A variety of appetizers such as mozzarella stix, hot wings and stuffed olives are available throughout the week.

Chick-fil-A®
Chick-fil-A® offers an array of chicken-based entrees and salads for the person looking for a tasty alternative to a burger. Chick-fil-A® is also open for breakfast.

Connie's Pizza®
Connie's Pizza, a staple of Wrigley Field and the Taste of Chicago, is available at Eastern Illinois University.

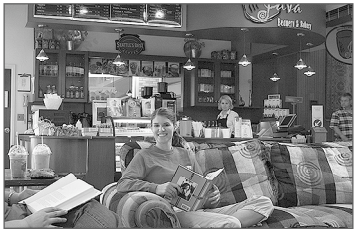
Greek Odyssey Cafe™
The Odyssey serves up traditional Mediterranean dishes like gyros and Greek Salads on Tuesday and Thursday.

Panther Grille
Throughout the year this Eastern original serves up an array of Mexican, Asian, Italian and good ole' fashion American comfort foods like fried chicken, mashed potatoes and macaroni and cheese.

Subway®
Each day their employees bake cookies and fresh bread so their customers get the quality that has come to be expected from anything connected to the Subway® name. Subway® is open for breakfast.

Panther Dining Options, Coffee Bar

Java Beanery & Bakery
Located across from the bookstore in the MLK, Jr. University Union, Java Beanery & Bakery serves Seattle's Best® espressos, frappuccinos, freshly baked goods and Edy's® ice cream.



Meal Plan Options

Panther Plus Meal Plans
Meal plans are available for purchase by EIU faculty, staff and all on and off campus students including students living in University Court and University Apartments.

- **7 Plus Plan:**
  7 Meals Per Week
  + $200 Dining Dollars Per Semester
  + 2 Bonus Meals Per Semester
- **10 Plus Plan:**
  10 Meals Per Week
  + $60 Dining Dollars Per Semester
  + 3 Bonus Meals Per Semester
- **12 Plus Plan:**
  12 Meals Per Week
  + $100 Dining Dollars Per Semester
  + 4 Bonus Meals Per Semester
- **15 Plus Plan:**
  15 Meals Per Week
  + $140 Dining Dollars Per Semester
  + 5 Bonus Meals Per Semester

Meal Plan Values Defined
- **Meals Per Week**
  Meals Per Week are meals served in the residential dining centers. You may use one of your Meals Per Week every two hours. Meals Per Week reset weekly and aren't reimbursable.

Options and Services

- **Dining Dollars**
  Dining Dollars may be used to purchase meals at the residential dining centers. They may also be used for a 'la carte purchases at the University Food Court, Marketplace Convenience Centers, Panther Pantry and Java Beanery & Bakery. Dining Dollars are good for the academic year in which they are purchased. Dining Dollars that are purchased as part of a meal plan replenish at the beginning of the semester in accordance with your meal plan.
- **Bonus Meals**
  Like Meals Per Week, Bonus Meals are meals served in the residential dining centers. They may be used when all of your Meals Per Week run out. Bonus Meals are good for the semester in which they are provided. Bonus Meals reset each semester and are not reimbursable.

Meal Plan Changes

If the student desires to change their meal plan they must inform the Office of University Housing & Dining Services in writing.

- The deadline for decreasing meal plans is the first Friday following the first day of scheduled classes of each semester.
- Meal plans may be increased at any time.

Dining Dollar Purchases

Additional Dining Dollars can be purchased at the Office of University Housing & Dining Services in the lower level, west wing of the Martin Luther King Jr. University Union. Dining Dollars may be purchased in $25 increments after an initial $50 purchase.

Panther Dining, General Information

Dining Hours of Operation

See *"Back Cover"*.

Panther Card/Dining Card

Student meal plans are encoded on the Panther ID cards.

- The student/customer must present their card upon entering the residential dining centers or to use Dining Dollars in the University Food Court or Marketplace Convenience Centers.
- When the student/customer receives his/her Panther ID it should allow him/her access to the requested meal plan. If any problems arise with the meal plan, the student/customer will need to go to the Office of University Housing & Dining Services.
- The Panther ID is the property of Eastern Illinois University and should not be shared with anyone. Panther Dining staff have been advised to confiscate cards being used by anyone other than the defined user.
- New cards can be obtained at the Panther Card/Campus Card Office located on the second floor of the Student Services Building.

Choosing your meal plan

To assist you in selecting a meal plan that is right for you, ask yourself these questions:

Do you have limited funds or do you have difficulty balancing your budget?

If so, you may wish to select a meal plan with a larger number of meal "swipes". While this decision may seem contrary to your situation, it may save you from undue hunger during the later parts of the semester or academic year. These

plans guarantee you a set number of meal swipes per week in the residential dining centers no matter what dining dollar balance you have.

Do you often skip breakfast or plan on leaving campus on the weekends?

If this best describes you a moderate plan may better suit your needs. This will allow you to have meal "swipes" that can be used for take-out service at the Tower Deli and Dining Dollars at the food court and convenience centers.

Are you a big eater?

The meal plans with more meal "swipes" would be a wise choice.

Do you like to snack?

Remember that Dining Dollars add variety to your meal plan. If you prefer small frequent meals or snacks, plans with more Dining Dollars will enable you to purchase a la carte or individual snack items to keep in your backpack or room.

Panther Dining, Services

Dietary Needs

If you have special dietary needs, make arrangements to see the Assistant Director of the residential dining center of your choice. We will make every effort to make your dining experience a pleasant one.

Dining Center Reservation Requests

Residential dining centers can be reserved by registered student organizations when no meal activity is occurring.

- A dining service reservation request form must be completed in advance of the event (preferably, two weeks).
- The request forms may be obtained at *www.eiu.edu/~dining* or the Office of University Housing & Dining Services.

Exam Snacks

- Selected snacks are provided free by the dining centers during exam week.
- Individual groups may order additional exam snacks for a charge through a residential dining center.
- Orders are placed with the Assistant Director at the dining center for pick-up.

Food Hotline

Panther Dining provides access to the menus of each of the various Panther Dining options via a 24-hour food-line (217-581-3663 or 217-581-FOOD) and the web at *www.eiu.edu/~dining*.

Gift Packages and Cards

Take advantage of special gift offerings like the Cookie of the Month Club. Go to *www.eiu.edu/~dining* for more details.

Dining Dollar gift cards are also available and can be used at any Panther Dining option and the Panther Pantry.

Panther Catering

Whether you are planning a Superbowl party, working luncheon or an upscale dinner, Panther Catering provides the best quality and services for your catered events. We'll plan and implement everything according to your specifications.

Sack Meals and Sick Trays

Panther Dining is committed to providing a meal to any student who is unable to eat a hot meal in the residential dining center due to conflicts with class or other school related activities, illness or injury. If a pre-arranged sack meal is desired, see the Assistant Director of any of the residential dining centers.

Variety of Meal Options

There are five different meal options served Monday through Thursday during the fall and spring semesters: breakfast, brunch, lunch, dinner and late night pizza. Late night pizza is unavailable on Friday and Saturday.

Community Standards

General items and activities not allowed in University Housing

Due to safety concerns for all residents and in order to eliminate building damages the following types of activities are prohibited:

- ball playing within 100 feet of buildings.
- ball playing inside of buildings.
- use of water guns or water balloons.
- snowball fights within 100 feet of buildings.
- or other actions that could result in personal injury or property damage.

- **Christmas Trees**
  Fire and safety regulations do not permit live Christmas trees in student rooms. Live Christmas trees will be permitted in main lobbies only if they are fire-proofed by Facilities Planning & Management. Fire-proofed trees must have a tag certifying that they have been treated. Christmas lights must be UL-approved.
- **Appliances, Residence Halls/Greek Court**
  Appliances that are not permitted include air conditioners, electric heaters and ceiling fans. All cooking appliances, with the exception of 800 watt (or less) microwaves are not permitted in the residence hall or Greek Court.

  Banned cooking appliances include George Foreman® Grills, hot plates, coffee makers, crock pots, toasters and other similar items. All appliances must be UL approved.
- **Waterbeds**
  Waterbeds are not allowed in University housing.
- **Weapons**
  Possession of or use of illegal weapons, paint guns, firearms, explosive devices, knives (switch blades, butterfly knives, hunting knives, etc.) bows, BB guns, airsoft pellet guns, hunting equipment, and martial arts weaponry are not permitted in University housing.
- **Pet Policy**
  Pets are not allowed in University housing, with the exception of fish in a properly equipped aquarium. Violators are subject to cleaning, damage, extermination charges, University disciplinary action and/or eviction.
- **Fireworks**
  Possession of or use of fireworks are not permitted in University housing.
- **Candles and Combustibles Policy**
  Candles, oil lamps, incense or any other combustibles materials are not allowed in any University housing facility. Posters on doors, fishnets, crepe paper, potpourri and other combustibles in your room are prohibited.
- **Propping Doors**
  Repeated door propping may result in a fine or other sanctions.

General Standards

The staff will confront you if your actions are contrary to policy or community standards. In addition, your behavior might also prompt a referral to your University housing staff member or the Student Standards staff who will determine what is appropriate in terms of addressing your behavior. It's our most sincere desire that by calling attention to your behavior and its consequences, better judgment will be exercised and future misbehavior can be avoided.

Minimum standards of conduct are specified in the Student Conduct Code as well as by observance of the policies contained in this handbook.

Whether disciplinary action is an appropriate response to an incident is the determination of the Professional Staff Member in your building or the staff member who handled the situation. Cases in which the facts of an incident are in dispute may be referred to a Student Standard's Board for resolution. Most situations can be resolved in a confidential meeting between the student and Professional Staff Member.

Sanctions may include reprimands, fines of up to $200, probationary status, imposed reassignment, removal from University housing, and others. Student Standards shares office space with University Housing & Dining Services in the west wing, lower level of the MLK, Jr. University Union and recommends that you be familiar with your rights and responsibilities as contained in the Student Conduct Code. Please contact the Student Standards staff with any questions at 581-3827.

Abandoned Property

See "Bicycles, Motor-Driven Vehicles, In-Line Skates & SkateBoards" on p. 34.

Disciplinary Records

Student Standards keeps student disciplinary records, normally for six years, before destroying them. The Family Educational Rights and Privacy Act of 1974 generally prohibits the release of any student record outside of the University without the student's permission.

Disciplinary Sanctions

Sanctions imposed as the result of disciplinary action reflect the University's response to inappropriate student behavior. To safeguard the privacy of the student, Student Standard's hearings are confidential and, for that reason, there may be limited awareness by the rest of the University community of the consequences of unacceptable conduct. Disciplinary action may be taken in addition to, or in the absence of, the filing of related criminal charges. Incidents that occur off campus may also result in disciplinary action if they are determined to significantly impact the University's interest and/or reputation. The following information is provided to make our disciplinary system more easily understood, rather than a source of surprise. An atmosphere of mutual respect and civility is the ideal which is promoted.

Typically, sanctions as described here will be imposed in the absence of mitigating or aggravating circumstances. It should be remembered, however, that each situation and student is dealt with individually, with an appropriate response being the ultimate goal. Less than four percent of the student body normally have any contact with the University's disciplinary system; however, you should be familiar with your obligations and responsibilities. Ignorance of such will not relieve you of accountability for your behavior. Contact your Resident Director or Student Standards if you have any questions.

Individual Responsibility

The primary responsibility for discipline rests with the individual resident. Consideration and respect for others is required in University housing in order to avoid a proliferation of rules governing individual conduct.

Notification of Parents

Students under 21 years of age who are financially dependent on their parent(s)

or guardian(s) will be notified of disciplinary action taken which jeopardizes the student's residence or enrollment (Housing or Disciplinary Probation), or which results in the student's suspension or removal. Parents may be notified of any drug or alcohol violation or arrest.

Suspension/Removal from the University

Suspension/removal from the University will normally result from incidents (whether on or off campus) involving theft, inflicting bodily harm to self or others, dealing in controlled substances, possession of more than an ounce of marijuana, possession of ANY amount of "hard" drugs (cocaine, PCP, etc), or any repetitive behavior.

Student Standards Board

Violation of the Student Conduct Code or related housing policies are commonly resolved at a meeting between the student and the Resident Director. In the case of disputed allegations of misconduct, a hearing would be provided by a staff member or a panel of the Student Standards Board. The panel has student, staff and faculty representation. Students are urged to read the Student Conduct Code, copies of which are available from Student Standards or online at *www.eiu.edu/~judicial*.

Housing Specific Standards

Activity Fee, Residence Halls

Each hall has an optional activity fee (around $20) which is paid upon move in by all residents. If students move in for spring semester the activity fee may be around $8-$10. These funds are used to pay for a wide variety of social, recreational, athletic and educational activities that are planned in each residence hall. Activities may include dances, movies, guest speakers, controversial issues programs and debates by political candidates.

Alcohol Policy

Eastern Illinois University Housing and Dining department strives to support healthy and responsible choices concerning the consumption of alcohol. University housing believes that the consumption of alcohol, in moderation, is a privilege for those residents of legal drinking age as mandated by state law who choose to live within our communities. THE POSSESSION OR CONSUMPTION OF ANY ALCOHOLIC BEVERAGE OTHER THAN BEER OR WINE IS PROHIBITED IN UNIVERSITY HOUSING.

Beer will be defined as domestic or imported beer, malt liquor or specialty malt beverage and it must have an alcohol percentage by volume of less than 7%. It is recommended that beer and malt liquor products be consumed in the original single serving container, but if not, the container must be on hand to prove the content of the beverage.

No open containers of alcoholic beverages are permitted in common areas. Empty cans and/or bottles may not be stored, collected, or used as decorations in a residential room or apartment. Bulk containers of alcoholic beverages are not permitted (examples include servings of beer larger than quart bottles, kegs, pony kegs, mini-kegs, barrels, half-barrels, and quantities of wine larger than gallon bottles).

- **Dry Residence**
  If all residents of a room are UNDER the legal drinking age, NO alcohol of any kind is allowed in the room, even by guests who meet the legal age requirement. All students present will be considered in violation of this policy regardless of alcohol consumption.

- **Damp Residence**
  If one roommate is of legal drinking age and the other roommate is under the legal drinking age, the of-age roommate and his/her guests of legal age are allowed to possess beer or wine in the room. Of age guests cannot possess beer or wine unless their host is present. The underage roommate and his/her guests of any age are not allowed to possess beer or wine in the room. If the of-age roommate is consuming beer or wine, the under-age roommate and his/her guests may be present.
- **Wet Residence**
  If both residents are of legal drinking age, they may possess and consume beer or wine in the privacy of their room and apartment as long as they meet University alcohol standards. Residents are prohibited from consuming or storing beer or wine in common areas of a residence hall or apartment.

Housing staff may enter a room and direct residents (regardless of age) to empty containers of alcohol if:

- There is an excessive amount of alcohol present
- Other policy violations have occurred as a result from alcohol consumption
- Disruptive behavior is reported or observed
- Dangerous drinking habits are suspected
- The alcoholic drink is not beer or wine

Conference guests, alumni, parents, residents and their guests are all subject to this policy.

Automobile Parking (Student Lots)

All student parking lots require a parking permit. Permits are $35 per semester or $70 per year for Juniors and Seniors (or students 21 years of age and older). Freshmen and Sophomore permits are $85 per semester or $170 per year with restricted parking areas. Visitors can purchase a day pass at the University Police Department for $1.50 per day. Summer parking permits costs, as well as parking regulations and applications for parking permits, are available from the University Police Department.

Balconies, University Court

Balconies should be kept clean and neat at all times. University furniture is not allowed on balconies. Items may not be

• **Commonly Imposed Alcohol-Related Disciplinary Sanctions***	
First instance of use or possession with no aggravating factors	Completion of an alcohol education program and a $50 fine.
Second instance of use or possession with no aggravating factors	Completion of an alcohol education program, $100 fine, parental notification if the student is under 21.
Instance of use or possession with aggravating factors, especially concern for health (i.e., extreme intoxication, passed out, hazarding personal safety) or affect on others (damage, disruption, fighting)	Suspension or removal if appropriate, or if continued enrollment is permitted - Housing or University Disciplinary Probation, minimum full semester with parental notification if under 21, with other conditions as appropriate (fine, imposed reassignment or removal from on-campus housing, public service, monitored educational achievement, etc), screening with a likely referral to an alcohol education program.

*There are no mandated disciplinary sanctions for violations of the Student Conduct Code. The individual circumstances of the student and incident are considered when determining an appropriate University response.

attached or hung from balconies. Additionally, balconies are not to be used as an entrance or exit to the apartment. Do not climb, jump off, or abuse the balcony.

Barbecue Grills, University Court

The use or storage of charcoal or gas barbecue grills on University Court balconies is prohibited. Charcoal barbecue grills may be stored in residences and used in the grassy areas of University Court at a distance of 15 feet from any building or structure. Gas grills may not be stored or used in the University Court complex.

***Bathroom Policy**

Guests of the opposite sex are required to use restrooms designated for use by their gender. Ask the front desk for the location(s) of male or female designated restrooms.

Bicycles, Motor-Driven Vehicles, In-Line Skates & Skate Boards

Bicycle racks are available at each University housing facility as well as near campus buildings. Bicycles cannot be stored in any public area in University housing facilities or locked to any University building, stairwell, etc. Bicycles may be stored in student rooms or apartments providing all roommates agree. Anyone who owns a bicycle is encouraged to obtain a strong lock and chain and register his/her bike with the University Police Department. Bikes may not be ridden in University buildings, student rooms or apartments.

Any bicycle left in the bike racks after the end of the spring semester will be considered abandoned property. After 30 days the University can dispose of those bikes without recourse from the owner.

Motorized vehicles should also be registered with the University Police Department. Owners must abide by all University parking and traffic regulations. Motor-driven vehicles of any type are not permitted in University buildings, student rooms or apartments.

Motor-driven vehicles are not to be driven on sidewalks or patios. Parking is permitted in designated areas only. Motorcycle parking permits are $10.00 for the year and $5.00 per semester.

Skateboards, in-line skates, and bicycles may be used on sidewalks for safe transportation purposes only. They may not be used within University buildings.

Excessive speed, stunt riding, or any other use of bicycles, motor-driven vehicles, skateboards or in-line skates that may cause property damage and/or endanger self or others is prohibited. Users may not ride on stairways, patios, dock areas, benches, picnic tables, or other irregular surfaces.

Students, faculty, or staff violations are subject to institutional disciplinary proceedings. Non-University persons can be required to leave campus immediately and may be subjected to restrictions on subsequent visits to the University.

Check-Out Procedures

The check-out procedure is as follows:

- Residents of the residence halls or Greek Court need to make an appointment with a Resident Assistant or Greek Court Associate Resident Director. If you live in University Apartments call 217-581-5633 to make your appointment. You must make your appointment at least 24 hours in advance of the desired check out time. In order for residents to be properly checked out of University housing, all issued keys must be returned.
- Before returning the keys, the resident should insure that all personal items have been removed from the room or apartment, storage closets and balcony. The University does not assume responsibility for items left in your

See Cohabitation (p. 35), Guests (p. 39), Unescorted Men and Women (p. 44) and Visitation policies (p. 45).

room or apartment after check out. The resident should also check to be sure that all University furniture is in the room or apartment and in the correct rooms (in the apartments).

- It is the responsibility of the resident to leave the room/apartment in the same condition as it was found. This means a clean room or apartment, including stove and refrigerator. When you vacate an apartment, clean it thoroughly, doing such things as removing the cushions from the sofa, collecting all crumbs, articles, etc. Remember to sweep and mop the kitchen and bath room floors; clean grease out of oven and stove burners; and defrost and dry out the refrigerator (leave the door propped open).
- Residence Hall, Greek Court and University Court residents are responsible for any damages they have caused to their room or apartment, as well as floor or common area damages. Damages under $5 must be paid at the time of check out. Unpa d damages will be billed to the student's University account.
- Don't forget to remove all trash from your wastebasket and sweep the floor.
- Residents must be present at the time of check out, or they will have to make arrangements for another time with their housing staff member.
- After a housing staff member checks the room, he/she will close and lock the door behind you and you will be free to leave.

NOTE: If you do not check out of the residence halls, Greek Court or University Court properly, you will be assessed a $25 improper check-out charge, and be billed for any damages. University Apartment residents will be assessed a $100 improper check-out charge. A hold will be placed on your records, if necessary.

- **Cleaning Charges, University Court & Universtiy Apartments**
  The following is a sample of cleaning charges that may be assessed upon inspection of your apartment. *You may also be charged for common building damages. Actual cost may exceed the provided examples.*

Stove/Oven	$68	Broilers	$36
Lavatory	$24	Stool	$24
Refrigerator	$50	Sink	$24
Bathtub	$24	Cabinets	$24
Walls/Windows		$20/Hour	
Carpet Shampoo		$30/Room	
Exterminating (Pet)		$80	
Carpet Swept		$60	

*Cohabitation Policy

Only the individual(s), as assigned by the University, may reside in a University-operated residence. An excessive number of visits, even if they last no more than two nights in a row, may be considered a violation of the cohabitation policy. Excessive frequency and/or duration of a guests' stay may also be considered a policy violation. Guests may not prolong their visit by moving to another room. A guest may not occupy a room while the host and roommate(s) are absent. A host may not leave a guest with their roommate without seeking the consent of the roommate first. The roommate must understand that if they consent, they are taking responsibility for their roommates' guest.

Coin-Operated Machines

Coin-operated machines or game tables in student rooms are prohibited.

Common Damage (Floor) Charges, Residence Halls and Greek Court

Damages occurring in public areas are charged to individuals or groups when responsibility is established. When the individual responsible cannot be determined, all residents of the building or floor become collectively responsible for costs involved in repair or replacement.

*See Bathroom (p. 34), Guests (p. 39), Unescorted Men and Women (p. 44) and Visitation policies (p. 45).

Community Standards

Cooking in Rooms, Residence Halls and Greek Court

There are kitchenettes and microwaves located in each residence hall and Greek Court chapter house. The use of cooking appliances in your room is strictly prohibited. The only exception is an 800 WATT microwave.

Decorating Policy

You may display decorations, posters, or pictures as long as they do not deface or damage any surface or structure. You may use poster putty or drafting tape. You may only use thumbtacks and pins in rooms that have dry walled walls. Scotch tape, contact paper, adhesive tape and duct tape may not be used. Shelves, shelf brackets, pictures and/or wall hangings may not be attached to or hung from the walls, ceilings, or doors by nails, screws, or other fastening devices. Holiday decorations must be made of fire-proof materials. Louvers in doors and heating/air-conditioning vents may not be covered.

Disposal of Sharp Objects

Students are not to place objects such as razor blades, broken glass and needles (hypodermic, sewing, etc.) in regular trash bags or the trash chutes. Proper disposal containers, *Sharps Containers*, are available through University housing. Let your Resident Director know what you need.

Drug Policy

The illegal making, distribution, possession of, or use of, compounds which produce hallucinations or illusions when introduced into the body, and compounds covered under federal and state

• **Commonly Imposed Drug-Related Disciplinary Sanctions***	
First instance of use or possession Marijuana or paraphernalia with no aggravating factors	Completion of a drug education program and a $150 fine. Placed on University Disciplinary Probation. May be subject to random drug testing.
Second instance of use or possession of Marijuana or paraphernalia with no aggravating factors	Suspension (minimum full semester), and parental notification if under 21.
Distribution of Marijuana	Suspension (minimum one year), and parental notification if under 21.
First instance of use or possession of controlled substances other than Marijuana (Methamphetamine, Cocaine, Ecstacy, etc.) with no aggravating factors	Suspension (minimum full semester), and parental notification if under 21.
Distribution of controlled substances other than Marijuana (Methamphetamine, Cocaine, Ecstacy, etc.) with no aggravating factors	Expulsion, and parental notification if under 21.

*There are no mandated disciplinary sanctions for violations of the Student Conduct Code. The individual circumstances of the student and incident are considered when determining an appropriate University response.

drug control laws is prohibited. Individuals who engage in actions contrary to these laws will face disciplinary and legal action, including possible suspension or removal from the University. The possession of and/or use of drug paraphernalia is also prohibited.

Elevator Policy

Tampering with or maliciously damaging the elevators will result in responsibility being placed on those individuals identified or on the building as a whole if the responsible individual(s) can't be identified. Use the emergency elevator bell only in the event of an emergency. Anyone causing damage to an elevator will be subject to disciplinary action (minimum $100 fine, restitution for repair and probationary status). Smoking and use of alcohol within the elevators is prohibited as well as the use of an unauthorized elevator key.

Entertaining in Your Apartment, University Court

There have been many occasions in which University Court residents who are 21 have chosen to entertain in their apartments, during which beer and wine were served. Most of these gatherings have been successful and under the control of the residents involved. A few resulted in disturbances to other residents and occasional damage to the building. To avoid any problems, you need to know the University's policy on beer and wine in student apartments.

Social gatherings at which beer and wine are served are permissible in student apartments, yet parties are not. The distinction in terms need not be made so much by the number of people present, as the level of disruption created. In any case, the maximum number of people allowed in the apartment is 14, which includes the residents of the apartment.

If you intend to hold social gatherings in your apartment, please observe the following responsibilities:

- HARD ALCOHOL IS NOT ALLOWED ON UNIVERSITY PROPERTY INCLUDING UNIVERSITY COURT.
- Respect your neighbors. Keep them informed of any pending social gatherings you plan to host in your apartment. End your party at a reasonable hour. A reasonable volume must be maintained at all times or your guests will be asked to leave the premises.
- Keep your social gatherings small and manageable. Know your guests. You may not post a sign advertising a party or gathering. Remember that you, as resident of the apartment, are responsible for the conduct of your guests and any damages they cause.
- Observe the University's guidelines for possession of beer and wine on University property. Do not bring in kegs. DO NOT permit your guests to leave your apartment with beer and wine.
- You may be held financially liable to third parties for damages caused by someone to whom you have served drinks. This is the best reason for knowing your guests and controlling your gatherings.
- Selling alcoholic beverages is prohibited (You cannot avoid this by the obvious subterfuge of selling cups, charging admission, etc). Evidence of selling anything will also be considered when imposing disciplinary sanctions.
- Keep music turned down and people off the balcony. Yelling attracts party crashers that may cause problems.
- The grounds are picked up daily and on a regular basis, but you are responsible for cleaning up all trash inside and outside the building created by your gathering.
- Escort your guests quietly out of the building to ensure that no loud disturbances or disorderly behavior occurs, bothering sleeping residents.

Failure to observe any of these responsibilities could result in a loss of the privilege to entertain with alcohol present. The entire staff will consistently enforce the University's noise and alcohol policy, including the prohibition of kegs and hard alcohol in the apartments. Please

Community Standards

help us maintain an educational atmosphere in University Court by observing the above guidelines.

Facilities in Residential Buildings (Use of)

- A Facilities Request Form must be filled out completely, with appropriate signatures obtained, and submitted before any request will be considered. Facilities Request Form may be obtained from any designated residential building front desk, or from University Housing & Dining Services.
- No one may run a commercial business from a residential room, suite or apartment without the express written consent of University Houisng & Dining Services. All inquiries should be directed to University Housing & Dining Services.

Floor Meetings, Residence Halls

Residents are responsible for all information discussed at floor meetings. See your Resident Assistant or Resident Director for more details.

Freshman Housing Policy

The University housing policy includes the requirement that until all available residence hall space is exhausted, all Eastern Illinois University students with less than 30 semester hours post high school graduation (freshman classification) are required to live in University-operated residence halls. Exception considerations are as follows:

- Students who have lived in a Residence Hall for 2 or more semesters (2 summer sessions are equal to one semester) as verified with record of prior residency.
- Students who are married as verified with a certified copy of the marriage license.
- Students who have attained their 21st birthday PRIOR to the beginning of the semester for which enrollment is sought as verified with EIU records.
- Students who live at home with their parents within a 50 mile radius as verified with notarized statement from parents.
- Students who, by reason of medical necessity, require special housing that cannot be provided by University Housing & Dining Services verified with a statement from your attending physician and approved by an EIU physician.

False Alarms and Fire Safety Equipment

False reporting of an emergency and unauthorized use of or tampering with emergency or safety equipment (i.e., fire extinguishers, fire alarms, smoke detectors, sprinklers, fire doors, security cameras, etc.) is prohibited and are criminal offenses.

Intentional misuse of equipment will result in a minimum $100 fine and restitution for repair/recharge and probationary status. Intentional false fire alarm will result in separation from the University.

Fire Extinguishers, University Court

Use of a fire extinguisher should be reported to the University Court Office so it may be replaced for your safety. Failure to report the usage within 24 hours will result in the resident being responsible for the recharging or replacing cost.

Fire/Safety Evacuation Procedure

Evacuation procedures vary from building to building. You will find yours posted on the back of your room door. They have been designed to empty the building safely and quickly. Residents are required to leave the building promptly if an alarm is sounded. Failure to follow evacuation procedures will result in a minimum $50 fine. When the fire alarm has been shut off, a staff member, fire fighter or University police officer will

allow you to re-enter the building. All fires must be reported to a member of the housing staff, even if an alarm is not sounded, so that the extinguisher may be recharged and the area cleaned.

Furniture Policy

University furniture may not be removed from apartments, rooms or public areas. Additionally, furniture may not be transferred or exchanged between apartments or rooms without prior written approval from University Housing & Dining Services. Additionally, foosball/pool tables, water beds, freezers and large electrical appliances cannot be moved in to University-operated housing. See "*Loft and Bunk Bed Policy*" on p. 40.

Gambling Policy

Gambling in any form is prohibited in University housing. The mere absence of money from sight does not provide a loophole to permit gambling.

***Guest Policy**

A guest is defined as an individual who is visting a person residing in a specific room/apartment other than the residence assigned to said individual by the University, regardless of whether or not they reside within the same building. All residents are responsible for the actions and behaviors of their guest(s) who enter our communities. The host must stay with their guest at all times during their visit and inform them of any policies and standards of the learning community, housing and University. After their visit, guests should leave promptly from the residence hall. The host must ensure that the presence of the guest(s) does not infringe on the rights of their roommate or overall community.

- **Guests Staying Overnight**
  A resident may host an infrequent and occasional overnight guest, provided that such does not interfere with the rights of the roommate(s) or other community members. Residents must have their roommates consent for a guest stay overnight. Guests may stay overnight with a resident for no longer than two consecutive days (i.e., a typical weekend stay) unless otherwise noted by a professional staff member.

Hallways & Exits

It is extremely important that hallway and stairwell doors be kept closed at all times unless otherwise specified by a housing staff member.

Key Policy

All residents are issued keys (i.e., entry doors, mailbox, and room or apartment keys) to their residence. Students are required to carry their keys with them at all times. Students are not allowed to give/lend their keys to another person. A resident may not check out a spare key to give to another person. Residents may not make duplicates of any of the keys issued to them.

Locked out residents should seek assistance from staff. Excessive (i.e., more than three in an academic year) lock outs will result in a lock out charge of $5.00 and may result in judicial action. Lock outs that happen while the front desk or complex office is closed will result in an automatic charge of $5.00.

If keys are lost or misplaced they should be reported immediately to housing staff.

- **Residence Halls, Greek Court and University Apartments Keys**
  If keys are not found in three days, the resident will be charged a total of $45.00 for key replacement and core change.
- **University Court Keys**
  If keys are not found in three days, the resident will be charged $45.00 for the loss of an apartment key and a $10.00 charge for loss of a building key. A $10.00 charge will also be assessed for lost hall closet or mail keys. Bent or broken keys returned to the office will result in a $10.00 charge for a replacement.

A valid University identification card must be presented, and the charge must be paid at the time of the lockout.

Keyed Elevators, Residence Halls

The keyed elevators in Lawson, Carman, Andrews, Thomas, and Taylor Halls help to ensure your own personal safety by

**See Bathroom (p. 34), Cohabitation (p. 35), Unescorted Men and Women (p. 44) and Visitation policies (p. 45).*

keeping unwanted strangers off the floors. Escorting strangers who may get onto the elevators without keys defeats the purpose of the keyed elevators. They must call their host for an escort.

Lofts and Bunk Bed Policy

Student built or provided lofts and bunk beds are not allowed in rooms containing University provided loftable and bunkable furniture. All student built or provided lofts and bunk beds must meet the following standards:

- Beds and frames must be free standing and cannot be attached to a wall, ceiling or room furnishings.
- Bolsters may not be removed from the wall or readjusted to accommodate a loft or bunk bed.
- Bunk beds must support the full length of the box spring unit.
- University furnishings, including bed frames and mattresses, may not be removed, transferred or exchanged from or between rooms.
- All lofts and bunk beds must be designed and constructed with fire and personal safety in mind.
- Enclosed or cave-like lofts are not permitted.

University Housing & Dining Services will remove any loft or bunk bed that doesn't follow these guidelines. The University assumes no responsibility for any personal or property damage resulting from the use of student-built bunk beds or lofts. See "*Furniture Policy*" on p. 39.

Mailbox Policy

Official University correspondence may be placed in student residential mailboxes by the building staff only.

Maintenance Policy

Residents are not permitted to undertake repair work to the building or its' equipment. Residents may not alter the structure, paint, or remove any University property from the assigned residence unless given permission in writing from the Associate Director of University Housing & Dining Services.

Moves Within University Housing

It is required that you contact your staff member before you move within the building or transfer to another residence hall or to Greek Court so he/she can complete the necessary change forms. YOU MUST OFFICIALLY CHECK OUT OF THE ORIGINALLY ASSIGNED SPACE TO AVOID AN IMPROPER CHECK-OUT OR MOVE CHARGE OF $25.

Noise Policy

All residents have the right to read, study and sleep without interference or unreasonable noise and other disturbances. Therefore, a uniform noise policy was developed to insure these rights are observed and that all students know what is expected of them.

The University reserves the right to remove or restrict the use of radios, televisions, stereo systems, or the use of musical instruments if they are used in such a way as to disturb the other residents or if their use creates a fire hazard or housekeeping problem. The first incident will result in a warning and/or University reprimand. Repeated violations will result in fines and/or restrictions.

PLEASE USE HEADPHONES FOR THE CONSIDERATION OF YOUR ROOMMATE AND OTHER RESIDENTS.

Outlets (Overloading)

Buildings are wired to provide ample outlets in each room. However, they are not designed to be overloaded with multiple plugs or extension cords.

Overloaded circuits may cause wiring to melt and possibly start a fire. Fused multiple outlet strips with a circuit breaker may be used if plugged directly into the wall outlet. These help to protect your equipment as well as prevent electrical

fires. Please also keep all electrical cords visible. Do not hide them under rugs or hang them from the ceiling. Finally, NEVER use frayed cords.

Outside Building Doors, University Court

Outside building doors are to be locked 24 hours a day. Doors found propped open result in a $25.00 fine to the building. If you find a door propped, for your security, please close the door.

Personal Property Policy

The University is not responsible for the loss of personal property by fire, theft, or any other cause. Keep your valuables secured at all times by keeping your door locked and carrying your key with you whenever you are out. If you choose to bring any expensive items with you such as your TV, stereo, computer, etc., you may want to make sure these valuables are insured. Insurance for personal belongings is not available through the University.

Police reports show that the majority of items stolen were taken when doors were left unlocked. An unlocked door is a welcome invitation for thieves. Money, jewelry, stereos, clothes, etc. can be stolen in a matter of minutes. Always lock your door for theft and personal safety reasons. It would be very unlikely that you would leave the door to your home unlocked if you lived outside the University. The same precautions should hold true for your University room.

Policies Specific to University Apartments

See "*University Apartments Handbook*".

Posting and Distribution Policy

- **General Postings**

  Posting on residential bulletin boards requires prior approval from the Resident Director of that building, or his/her designee.

  Student organizations and/or individuals are responsible for obtaining prior approval for any posting of materials, canvassing, or sales directed at residential students and the buildings where they reside.

  Postings exceeding 11" X 17" are subject to approval based on space availability in residential buildings. Items approved for posting in the building will be posted by the staff only. Each residential building has one designated bulletin board for posting ads and announcements of a non-University nature.

  The following is the maximum number of posters normally accepted for posting of University events:

Andrews	10
Carman	20
Ford/McKinney/Weller	18
Greek Court	20
Lawson	10
Lincoln/Stevenson/Douglas	24
Pemberton	8
Taylor	12
Thomas	10
University Apartments	3
University Court	11

  Posting on windows, exterior doors, walls, or any unauthorized location within the residential public area is prohibited, and will be promptly removed. Residential buildings having a public area include: Andrews, Carman, Lawson, McKinney, Pemberton, Stevenson, Taylor, Thomas, and University Court.

- **Political Campaigning in Student Housing**

  Please refer to Eastern Illinois University Internal Governing Policy No. 93 at *www.eiu.edu/~auditing/IGP/*.

- **Table Tents**

  Typically, the only table tents allowed in residential dining centers are those produced by University Housing & Dining Services. Call 217-581-7846 for more information on how to post your information on the table tents.

Pranks

Individual or group behavior that leads to actual or potential harassment, accident, injury, damage to University or personal property, or damage that requires abnormal or unnecessary cleaning of University housing buildings and facilities is not

Community Standards

permitted. Students who engage in pranks which constitute a violation of the above will be expected to assume appropriate responsibility for their actions. Playing with fire extinguishers or other safety equipment is also prohibited. Depleting the extinguisher can leave the residents defenseless in the event of a fire. Setting fires, even small ones, can be deadly.

Quiet Lifestyle Agreement, Residence Halls

While all residential communities at EIU emphasize academic excellence and respect for others, Quiet Lifestyle communities have extended study hours. During study hours conversations or music should not be heard from the hallways or from neighboring rooms.

Study hours in a Quiet Lifestyle Community are in effect throughout the day except for 4pm to 7pm, Sunday through Thursday and 4pm to 10 pm, Friday and Saturday.

Andrews (Women):	9th Floor
Taylor (Men):	1st Floor North
Taylor (Women):	2nd Floor North
Thomas (Men):	4th Floor South

Refrigerators, Residence Halls and Greek Court

Refrigerators are allowed in student rooms, but must be no larger than five cubic feet.

Research Projects

Student organizations and/or individuals that wish to distribute questionnaires or undertake research projects involving on campus students or staff must contact University Housing & Dining Services for written authorization. A written proposal along with approval from the faculty chairperson, must be submitted at least three weeks before the project begins.

Roof Access

Residents are not permitted on University housing roofs at any time.

Room Damage Charges, Residence Halls and Greek Court

Damages beyond normal wear and tear discovered during or at the end of the school year will be charged to the student's account. To lessen the possibility of being charged for damages made by someone else, each resident is required to complete a ROOM CONDITION REPORT upon moving into his/her room or apartment.

The staff will help in completing the report. The staff will inspect the room at check-out time and supply the student with a statement of charges. It is essential that the student is thorough in completing the Room Condition Report.

Room/Apartment Search and Entry Policy

The University reserves the right to have authorized personnel (Area Directors, Resident Directors, Apartment Manager or their agents) enter student rooms or apartments to determine the amount of damage and general misuse of University property, to remove electrical equipment or other items not in conformance with the housing contract regulations, to make repairs, to maintain general order and security, and to conduct official business.

Discretion will be used at all times. Whenever possible, the rooms or apartments will be entered when the student is present. No rooms or apartments will be entered without knocking. When there is reasonable cause to believe that established conduct standards or health and safety regulations are being violated, a room may be entered and a search conducted upon written authorization of the Vice President for Student Affairs, the Director of University Housing & Dining Services or Student Standards.

Should the Resident Director on duty for a housing unit have reasonable cause to believe that the imminent destruction of evidence of violations of the Student Conduct Code is likely to occur, or to ascertain the identity of occupants reasonably believed to be engaged in immediate violations of the Student Conduct Code, or in emergency situations where imminent danger to life, health, property, or safety is reasonably thought to exist, an administrative search may be immediately conducted with timely subsequent notification to the Director of University Housing & Dining Services.

Stolen items or contraband seized in plain view or as the result of an authorized search may be used as evidence in student disciplinary hearings. The University may not consent to the search of a student's room by law enforcement personnel in the absence of a lawfully executed search warrant.

Room Changes

See "*Moves Withing University Housing*" on p. 40.

Smoke Detectors

Smoke detectors have been installed in all student rooms, apartments and suites for the safety of all residents. Tampering with the detector or removing the battery defeats the protection for you and others that the smoke detectors provide. The University feels so strongly about the safety of its buildings and occupants that a fine of $50 for the first offense, $100 for the second offense, and $200 for the third offense will be imposed as a deterrent to those who would tamper with or remove the battery from a smoke detector. Problems with a smoke detector should be reported to a housing staff member immediately.

Smoking Policy

Pursuant with Illinois State Law, smoking is prohibited inside any University-owned and/or operated building, and is similarly prohibited within 15 feet of entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited.

Study Hours, Residence Halls

This year, study hours will be voted on by the residents of each hall… that's YOU! Until voting occurs for these hours, we will begin the year with the following study hours in effect: 10pm to 10am Sundays through Thursdays and 12am to 12pm Fridays through Saturdays. During Midterm and Final Exam weeks, intensive study hours are in effect 24 hours a day with relief hours being from Noon to 1pm, 5 to 6pm and 10 to 10:30pm.

No loud or disruptive noise should be heard outside rooms during study hours. All other hours are "courtesy hours." During that time, a reasonable amount of quiet is expected to allow residents to sleep and study. Stereo speakers should not be placed out of an open window. Also, rowdy behavior (water fights, pranks, etc.) is not permitted on campus.

Residents must assume responsibility for monitoring their own behavior and should ask others, who infringe upon their right to sleep and study, to be more courteous.

Repeated complaints of excessive noise, pranks, etc., against a person, room, suite, or hallway will result in disciplinary action. Roommates are to be courteous to each other and respect the right to sleep and study without undue difficulty.

Solicitation

Organizatons and individuals may not act as vendors or sales agents for a business, nor may they set up a business, in university-owned housing.

Businesses may leave promotional materials at the front desk of a residential building, or at the office of a residential complex. Materials will only be displayed with the okay of the Professional Staff members of that building or complex.

Door-to-door solicitation is strictly prohibited. Staff members will promptly escort unauthorized solicitors from the building.

Community Standards

Telephone and Internet Harassment
Those who commit phone harassment subject themselves to a number of different penalties. University penalties could consist of: suspension, University disciplinary probation, service hours, fines and research projects.

Illinois Law states that charges of phone harassment could result in six months in jail and/or a $500 fine.

- **If You Are Being Harassed By Telephone or Internet**
- Do not aggravate the harasser.
- Tell the harasser that you want nothing to do with them and that you are going to report him or her to the University Police Department.
- Keep a log of any phone calls you receive (date and time) and save all e-mails/text messages.
- If the harassment continues and/or is threatening or obscene in nature, go to the University Police Department and file a police report.

Threats, Disruptive Conduct and Destruction of Property
Threats, disruptive conduct and destruction of property will result in probationary status, along with full restitution for damages, possible removal from University housing and/or the University.

Tornado and Severe Thunderstorms
The residence hall front desks will post tornado watch and severe thunderstorm watch signs. It is important that residents distinguish the difference between a "TORNADO WATCH" and a "TORNADO WARNING."

If the red "TORNADO WATCH" signs are posted by the residence hall desk, this means that conditions for a tornado are favorable in the area. Residents should monitor both television and radio weather bulletins and take precautionary measures.
If a "TORNADO WARNING" is issued everyone should take cover in the designated area of that building. Students should proceed in an orderly manner to the interior hallway or basement and remain there until the staff announces the end of the alert.

Sirens are tested at 10:00am on the first Tuesday of every month.

Trash, Garbage, etc, University Court
Next to the apartment buildings are large trash bins. Place all trash in these bins and close the lid. DO NOT LEAVE YOUR TRASH SITTING OUTSIDE OF YOUR APARTMENT. Do not put hot coals in the bins or dump coals into the bushes outside of your apartments. Garbage must be taken to the dumpster. If the trash bags are found sitting in the hallway or apartment trash is found in the laundry room trash can, there is a charge to the resident of $5 per incident.

***Unescorted Men and Women, Residence Halls**
All guests must be escorted at all times while in the residence halls. Vandalism, theft and other policy violations may occur as a result of unattended strangers or visitors roaming the halls alone. For these and other reasons residents must escort guests of the opposite sex to and from their rooms. Ask the front desk for the location(s) of male or female designated restrooms.

**See Bathroom (p. 34), Cohabitation (p. 35) and Guests (p. 39).*

Vacation/Break Closing Policy

For safety and health reasons, whenever you leave your room for vacation periods, you must turn off all your lights, unplug all appliances (includes refrigerators and computers but excludes aquariums), empty wastebaskets, and close and lock your windows and doors. After the building is closed, the staff will check the rooms to insure compliance with this policy. Violations of policy may result in disciplinary action.

- **Strangers**
  Never let someone into the building who is not your guest. Vandalism, theft, and assault can occur as a result of letting strangers into their building, after the doors are locked. You could be a victim of someone else's poor judgement, so do your part to keep strangers from entering the building. Non-residents wanting entry should call ahead and have a resident meet them at the outside doors. Propping outside or hallway doors open for guests allows for easy entry by anyone. By doing this, you jeopardize the safety and security of all the residents in your building, including your self.

*Visitation Hours, Residence Halls

The initial responsibility for control and supervision of visitation hours belongs to the individual. Consideration for privacy and rights of roommates and other residents must be respected. Each guest of the opposite sex must be escorted from the lobby to and from the student's room. Students are responsible for the conduct of their guests.

Douglas, Lawson, Lincoln, McKinney, Stevenson, Taylor, Thomas and Weller Halls have 24-hour visitation 7 days a week. The maximum hours of visitation for members of the opposite sex in Andrews, Carman, Ford, and Pemberton Halls are: Monday through Thursday, 11am to 11:55pm, and from 11am Friday morning to 11:55pm Sunday evening.

24-hour visitation for members of the opposite sex will be extended to week - nights when there are no University scheduled classes the following day.

*Visitation Policy, Residence Halls

Minor violations of the Visitation Policy such as visitation hours, escorting guests, and use of restrooms designated for the opposite gender will result in a University reprimand and/or fine. Repeat violations will result in restrictions on visitation privileges.

- You must escort guests at all times.
- Members of the opposite sex are required to be out of the building during non-visitation hours.
- Guests of the opposite sex are required to use restrooms designated for use by their gender. Ask the front desk for the location(s) of male or female designated restrooms.

Windows and Screens

Open windows negatively affect the temperature within the communities. Ejecting objects from the windows or ledges is extremely hazardous and is prohibited, and may result in appropriate disciplinary action. Screens found removed from windows, in disrepair (i.e., torn, bent, broken) or missing completely may result in fines and other disciplinary sanctioning. Flashing lights, making extreme gestures, posting inappropriate or offensive signs in the windows of residential facilities is also prohibited. Residence halls and Greek Court with central air-conditioning and heating systems should keep the windows closed at all times (exception Pemberton Hall). Open windows may result in fines or other disciplinary sanctions.

*See Bathroom (p. 34), Cohabitation (p. 35) and Guests (p. 39).

Community Standards

Panther Dining Related Standards

Behavior in Dining Facilities

Appropriate behavior is expected, i.e., no throwing of food, no destruction or theft of dining property, etc. Please use common sense. Destruction and theft lead to increased costs as well as possible disciplinary action for those involved.

Comment Cards/Report Cards for Dining Facilities

Report Cards (i.e., comment cards) are available at *www.eiu.edu/~dining* and in each dining facility.

Dress Code in the Dining Facilities

All visitors to the dining facilities must wear shirts, shoes and appropriate attire. Swim suits and bedroom slippers are not appropriate.

Entry to Dining Facilities

Please follow the designated service routes, when entering the dining facilities. Some of the facilities will check your Panther Card upon entering and some will inspect your card upon exiting.

Food Events

No one may act as a food event vendor in or around residential buildings without proper authorization. Student organizations/staff members requesting to cook, bake, serve or sell food products in or around residential buildings must obtain written approval from the Coles County Department of Public Health and the Director of Panther Dining. Necessary forms include: Temporary Food Permit (Coles County Public Health at 217-348-0530), Food Event Form (Panther Dining), and Request To Use Facilities Form (University Housing & Dining Services).

Guests in Dining Facilities

Guests to the dining facilities are responsible for themselves and their eating area.

Taking food out of the Residential Dining Centers

Students may request a "to go" box while in line at all of the residential dining centers with the exception of the Carman Dining Center. No food may be brought into the dining facilities. It is the responsibility of the student/customer to provide proof of purchase for any items brought into or taken out of the dining facilities. Please keep your receipts!

See the Panther Dining Assistant Director for information concerning taking beverages out of a residential dining center.

Contract Information

Contract Dates

The contract for the 2009-2010 academic year is from August 20, 2009 to May 7, 2010.

Room & Board Payments

Visa, Mastercard and Discover credit card payments can be made over the telephone at 1-866-553-8011, on-line at www.eiu.edu/paws, and in person at the Cashier's Office located in Old Main or the Cashier's Window in the MLK Union.

Personal checks, cashier's checks, or money orders (made payable to "Eastern Illinois University") may be mailed to: "Cashier's Office, Eastern Illinois University, 600 Lincoln Avenue, Charleston, IL 61920." The Cashier's Office/Window will also accept personal checks, cashier's checks, money orders, or cash payments in person. Do not mail cash.

Go to the Bursar/Student Accounts web site at *www.eiu.edu/~busofc/bursar/* for more details about payment options. The student's E Number is required.

Housing Down Payment

A housing down payment of $250 is required to reserve a residence hall or Greek Court room assignments.

Residence Hall/ Greek Court Application

The Residence Hall/Greek Court housing application must be paid before any other action is taken. A non-refundable fee of $50 is required with the student's application for a room within the residence halls and Greek Court. *Payment of the application fee is a guarantee of contract fulfillment.*

Housing Payments

After the $250 housing down payment, all housing and dining related payments will be billed to the student's account and are payable at the Cashier's Office in Old Main.

Terms and Conditions of Housing Contracts

The contract is between the individual student and the University. In signing the contract the student agrees, during the term of his/her occupancy in the residence halls, Greek Court, or apartment to comply with the Century 2000 Network User Agreement, rules and regulations of the University and of University Housing & Dining Services, relative to preserving order on the premises, use of the premises, protection of University (State of Illinois) property, and maintenance of student status. The general rules and regulations of the University are printed in the University Bulletin (General Catalog), Student Handbook, Student Conduct Code, Calendar Handbook, and the various constitutions of University Housing. Students are also bound by State of Illinois statutes, which apply to students and the University, and all registration and contractual agreements signed by the student (and the student's parent or guardian).

The University reserves the right to not enter into (and/or terminate) a contract for anyone who, in the judgment of the University, represents a threat to the health and safety of either themselves or others, or anyone who provides false information to the University.

• 2009-2010 Room and Board Rates
Rates based on standard double room occupancy per semester.

7 Plus Plan 7 Meals Per Week plus $200 Dining Dollars per semester plus 2 Bonus meals per semester	$3,584
10 Plus Plan 10 Meals Per Week plus $60 Dining Dollars per semester plus 3 Bonus Meals per semester	$3,743
12 Plus Plan 12 Meals Per Week plus $100 Dining Dollars per semester plus 4 Bonus Meals per semester	$3,884
15 Plus Plan 15 Meals Per Week plus $140 Dining Dollars per semester plus 5 Bonus Meals per semester	$4,039

Housing Assignments, Residence Halls and Greek Court

Assignments are made according to the date the University receives the non-refundable $50 housing application fee. Students who currently live in the residence halls or Greek Court have first preference over incoming students. The remaining vacancies are filled with incoming students based on the order of their date of application. Once you are assigned to a specific residence hall, room changes may be permitted ten days after the residence halls open.

Roommate Assignments, Residence Halls and Greek Court

All students are given the opportunity to request a specific hall, room, and roommate. However, physical space and prior assignments of returning students are limiting factors in being able to meet every student's request. If you want to live with someone you know, you should be aware that roommate requests must be mutual. In other words, if you request someone, he/she must also request you in order for the request to be met.

2009-2010

Contract Information

University Court Application

Applications may be obtained at the on-site University Court Office or on-line at *www.eiu.edu/~housing/universityct.php*. A housing deposit/application fee of $125 ($100 deposit and $25 non-refundable application fee) is required when students apply for University Court.

Requirements to Live In University Court

- To qualify for housing in University Court, the applicant must be enrolled at EIU.
- To qualify for the sophomore under classman building, applicants must have 30 semester hours and be under 21 years old for the 2009-2010 academic year.
- To qualify for the remainder of the buildings, applicants must have 60+ semester hours or be 21 years old.

University Apartments Application

University Apartments applications may be obtained at the Office of University Housing & Dining Services located in the west wing, lower level of the Martin Luther King, Jr. University Union or at *www.eiu.edu/~housing/universityapts.php* A $125 housing deposit/application fee ($100 deposit and $25 non-refundable application fee) and documentation to verify family status must be submitted with the application. Married applicants will be asked to submit a certified courthouse copy of their marriage license. Single parents must provide birth certificates for their dependant children, and information on the children's school, day care center, or babysitter. For more information call 217-581-5633.

Assignment and Occupancy for University Apartments

Students must pay a minimum of $250 prior to Aug. 1 for fall and Dec. 1 for spring in order to guarantee their apartment assignments.

- Apartment requests are honored by the University in accordance with an established priority system, which is keyed to the date of receipt of the $125 housing deposit/application fee. Priority is first given to married couples, students with dependent children and domestic partners as defined by the University's Internal Governing Policy No. 94, graduate students, and undergraduates with 90 semester hours. Priority within each group is determined by the date of receipt of the $125 housing deposit/application fee.
- Single graduate student tenants, who wish to share an apartment with another single graduate student of the same sex, may do so with prior approval by University Housing & Dining Services. These persons must be registered with University Housing & Dining Services.

Requirements to Live In University Apartments

To qualify for housing in University Apartments, the applicant must be enrolled in at least 9 credit undergraduate hours or 6 credit graduate hours at EIU and meet one of the following requirements.

- Married living with spouse
- Domestic partners
- Parent living with dependent child
- Graduate student
- 25 years of age or older

Sample Contracts

See following pages.

CONTRACT FOR ROOM AND BOARD
IN UNIVERSITY HOUSING
(Residence Halls/Fraternity/Sorority Houses)

AUGUST 20, 2009 - MAY 7, 2010

Excluding Vacations and Semester Breaks
Eastern Illinois University
Charleston, Illinois 61920

(Important: READ carefully)
Terms of this Contract supersede all previous contracts.
This Contract is between the Board of Trustees of
Eastern Illinois University and the student (and parent or guardian).

SAMPLE ONLY

TERMS AND CONDITIONS OF THE ROOM AND BOARD CONTRACT, ACADEMIC YEAR 2009-2010

Eastern Illinois University, Charleston, Illinois, offers to furnish room and board, excluding semester breaks and vacation periods of more than one day, in a University Residence Hall/Greek Housing in consideration of the payment of the room and board charges in effect at the time of occupancy. It is understood that fulfillment of this contract is contingent upon the availability of space within the University's Residence Halls/Greek Housing and the proper signature(s) on this contract. If the student is under 18 years of age, a parent or guardian must guarantee the payments specified in this contract.

Until available space is exhausted, all Eastern Illinois University students classified as freshmen (having completed less than 30 semester hours of credit) will be required to live in University Housing. Students who have lived in Eastern Illinois University Residence Halls/Greek Housing for two semesters (two summer terms of residence equal one semester) but who have not yet attained sophomore standing, will be considered to have met the freshman housing requirement.

A signed University Housing contract does not guarantee admission to the University. **Admission to the University is a separate process and application must be made directly to the Admissions Office**. Cancelling your admission to Eastern does not cancel your housing assignment. Requests to cancel your housing assignment must be sent **in writing** directly to the Office of University Housing and Dining Services.

ROOM AND BOARD RATES/CHARGES

Residence Hall/Greek Housing charges for room and board are based upon the meal option chosen by the student. Charges for room and

board do not include periods between semesters or vacation periods of more than one day. In addition, dining service will not be provided on official Eastern Illinois University holidays (Labor Day, Martin Luther King, Jr.'s Birthday, Lincoln's Birthday).

1. **The housing down payment of $250 must be received by June 12, 2009, for the fall semester in order to keep your residence hall assignment. The Greek Court down payment of $250 is due upon signing the University Housing contract. If payment is not received by the above mentioned dates the room assignment as well as the contract will be cancelled.**

   MEAL PLAN OPTIONS

   $3,584.00 7 PLUS PLAN = 7 Dining Center Meals Each Week plus $200 Dining Dollars per Semester
   $3,743.00 10 PLUS PLAN = 10 Dining Center Meals Each Week plus $60 Dining Dollars per Semester
   $3,884.00 12 PLUS PLAN = 12 Dining Center Meals Each Week plus $100 Dining Dollars per Semester
   $4,039.00 15 PLUS PLAN = 15 Dining Center Meals Each Week plus $140 Dining Dollars per Semester

   Dining Dollars are non-refundable. Dining Center Meals MUST be used each week and cannot be accumulated.
2. A finance charge of 1% will be added by the Office of Business Affairs to all accounts for charges that are not paid by the due date. Billed charges for a semester must be paid by November 1 for the Fall Semester, April 1 for the Spring Semester and August 2 for the Summer Session. If the charges are not paid by these dates, a HOLD will be placed on the students records resulting in a loss of access to University services including denial of record transcripts and use of the advance registration system and may result in the cancellation of housing assignment.
3. The University is not responsible for cash sent by mail. Do NOT send cash through the mail.
4. The University reserves the right to increase Residence Hall/Greek Housing charges provided that at least forty-five days' notice has been given prior to the effective date of the increase.
5. Failure to make the housing down payment of $250 on the date indicated will result in the cancellation of your room assignment and the contract by the University.
6. In the event it becomes necessary for the University to enforce the terms of this contract by legal means or by use of a Collection Agency, the undersigned agrees to pay any and all expenses related to the collection of monies owed, including reasonable attorney's fees and court costs.
7. In the event that the student receives financial aid, the undersigned agrees that all outstanding residence hall charges (including charges that are currently due and charges that are past due) may be deducted by the University from such financial aid awards.

CANCELLATIONS AND REFUNDS

8. **Housing Application Fee**

   The $50 non-refundable application fee is not applied toward room and board payments. The application fee is not refundable even if a student is not admitted to the University. Residents will be held responsible for damage to University Housing property and will pay all charges immediately upon receiving a bill for the damage. Damage to common areas will be prorated to all the residents.

SAMPLE ONLY

9. **Room and Board Payments**

This contract is issued for the 2009-2010 academic year or balance thereof excluding vacation periods of more than one day and semester breaks. The student is expected to honor this contract for the entire contract term. The only exceptions are if the student 1)withdraws from Eastern Illinois University and does not re-enroll at any time during the term of this contract, 2)student is dismissed for academic reasons, 3) student does student teaching outside the Charleston/Mattoon area (Unit District 1 or 2), or 4)student graduates. A student shall be considered to have cancelled this contract if he/she gives **written notice of cancellation to the Office of University Housing and Dining Services**, does not assume occupancy of the term of this contract, or vacates an assigned room in University Housing before completion of the term of this contract. If the student cancels his/her contract between the end of Fall Semester and the beginning of Spring Semester and has not removed his/her personal belongings and turned in his/her room key, the actual cancellation date is the date the student officially checks out of the hall with a staff member. Arrangements must be made with the Office of University Housing and Dining Services to check out of their hall. Checking out of the Residence Hall/Greek Housing and filling out the check out card at the end of the semester does not constitute official cancellation of your room and board contract. The effects of contract cancellation are as follows:

a. If the student is not admitted to the University, the student shall be entitled to a refund of the housing down payment.
b. If the student is dismissed from the University for academic reasons, the student shall be entitled to a refund of the housing down payment for the following semester so long as the student has no outstanding bills with the University and officially checks out of the Residence Hall/Greek Housing on the Monday prior to the opening of the Residence Halls/Greek Housing for the succeeding semester.
c. If the student is removed from the Residence Hall/Greek Housing or the University for disciplinary reasons, the student shall be required to pay a late cancellation fee of $750.00 and the room and board charge prorated through the end of the week in which the student officially checks out of the Residence Hall/Greek Housing.
d. If the student enters a student teaching program and student teaches outside the Charleston/Mattoon school district or graduates from the University and so notifies the Office of University Housing and Dining Services in writing on or before June 12, 2009 for the Fall Semester or December 12, 2009 for the Spring Semester, the student shall be entitled to a refund of the housing down payment.
e. If the student cancels this contract and withdraws from University Housing and Dining Services **and** the University on or **before June 12, 2009 for the Fall Semester or December 12, 2009 for the Spring Semester**, the student shall be entitled to a refund of the housing down payment.
f. If the student cancels this contract and withdraws from University Housing and Dining Services **and** the University after June 12, 2009 for the Fall Semester or after December 12, 2009 for the Spring Semester and has made the housing down payment, the housing down payment of $250 shall be forfeited. The $250 housing down payment is not required for students continuing from the fall into the spring semester, however, if the student cancels after December 12, 2009 the $250 cancellation charge will be billed to your university account.

SAMPLE ONLY

g. If the student cancels this contract after June 12, 2009 has made the housing down payment **and is enrolled at the University during the term of this contract**, the student shall be required to pay the entire room and board charges for the Fall and Spring Semesters.
h. In addition to the late cancellation charge the student will be responsible for the room and board charges prorated through the end of the week in which the student officially checks out of University housing. Charges are not to exceed the total room and board charges. There will be no refund of room and board charges after the tenth week of the semester.
i. Requests for a full or partial refund of room and board charges for reasons other than those outlined above may be submitted in writing to the Office of University Housing and Dining Services, 600 Lincoln Avenue, Charleston, IL 61920.

SAMPLE ONLY

ASSIGNMENT AND OCCUPANCY

10. **Assignment**
a. Assignments in University Housing are made without regard to race, religion, sexual orientation or national origin.
b. Residence hall and room requests are honored by the University in accordance with an established priority system which is keyed to the date of receipt of the housing application fee. Roommate requests must be mutual.
c. The University reserves the right to move or reassign students to accommodations comparable to those originally assigned at any time during the term of this contract.
d. Residents who remain in a less than capacity room will be given the option to pay the double as a single rate per semester or move to a room with a person in a similar situation. Residents who remain in a less than capacity room will be given the option to pay an additional charge of $800 per semester. Emergency situations may warrant the temporary placement of students with students who have opted to pay the additional single room charge. In this situation the single room charge would be prorated
e. Greek Housing Only - In the event that the student is no longer an undergraduate member in good standing with the fraternity/sorority, he/she will be required to move from the fraternity/sorority house to a University residence hall. The student will be required to move within five days after their membership ceases in the fraternity/sorority.
f. Greek Housing Only - In signing this contract you agree to abide by the agreement between the chapter and Eastern Illinois University.

11. **Occupancy**
a. Prior to vacations and at the end of final examinations, students are required to vacate the Residence Halls/Greek Housing in accordance with published closing information. In special circumstances, exceptions may be made by either the Resident Director or the Office of University Housing and Dining Services.
b. In signing this contract the student agrees during the term of his/her occupancy to consult a medical/mental health professional upon the request of a full-time member of University Housing and Dining Services staff.

c. The University is not responsible for the loss or damage to personal property by fire, theft, or other causes. Valuables should be kept secure at all times by locking the room door while out of the room. In case of theft, the University Police, the Resident Assistant and Resident Director are to be notified immediately.

d. If a student is dismissed for academic reasons at the conclusion of the Fall Semester, it is necessary that the student remove all belongings from his/her room by the Monday prior to the opening of the Residence Hall/Greek Housing for the Spring Semester. If belongings are not removed by the above date and official check out is not made with a member of University Housing and Dining Services, the student will be assessed a $100 late check out fee and personal belongings will be removed from the room at the student's expense.

e. Vacation housing may be available in Lincoln, Douglas and Stevenson residence halls for an additional charge per week or any part of the week. This option is available only to those residents assigned to Lincoln, Douglas and Stevenson Halls.

f. It is understood by the student that continued occupancy in the residence halls/Greek Court is expressly contingent upon remaining enrolled in not less than [illegible] hours per semester in the University. For continued occupancy the student must be making reasonable academic progress toward a degree.

SAMPLE ONLY

DINING SERVICES

The first contract meal of the semester is breakfast on the first Friday after the halls officially open. The last contract meal of the semester is the meal following the last scheduled examination. Prior to the vacation periods of more than one day (falling within a semester) the last contract meal served is the last meal on the day of scheduled classes. The first contract meal following vacation is the one normally preceding the first hour of resumed classes.

Room and board privileges are not transferable to another individual. There will be no refund for meals not eaten. The meal contract takes into consideration that students do not eat all provided meals during the week and charges were established accordingly. **Changes in meal options must be made in writing to the Office of University Housing and Dining Services no later than the Friday following the first class day of each semester.**

Dining service will not be provided on official Eastern Illinois University holidays. Dining service may be consolidated into one serving center on Labor Day weekend, Lincoln's Birthday weekend and Martin Luther King, Jr.'s Birthday weekend. The residence hall dining centers may be consolidated at other dates throughout the semester when consolidation could result in a savings to the residence hall dining service operation.

GENERAL REQUIREMENTS

In signing this contract the student agrees, during the term of his/her occupancy in University housing, to comply with all rules and regulations of the University and of University Housing, including those relative to preserving order on the premises, use of the premises, protection of University property and maintenance of student status. The general rules and regulations of the University are available in the University Bulletin (General Catalog), Student Handbook, Student Conduct Code, Housing Calendar/Handbook and the various constitutions of University Housing. Students are also bound by State of Illinois statutes, which apply to students and the University, and all registration and contractual agreements signed by the student (and the student's parent or guardian). The written terms of this contract supersede all previous contracts as well as any verbal statements or telephone conversations made concerning this contract.

IN SIGNING THIS CONTRACT THE STUDENT AGREES TO THE TERMS OF THE EIU CENTURY 2000 NETWORK USER AGREEMENT. A COPY OF THIS AGREEMENT IS FOUND IN THE CALENDAR/HANDBOOK AND IS ALSO AVAILABLE AT WWW.EIU.EDU/~HOUSING/TEXT/COMPUTLBS.HTML.

THE UNIVERSITY RESERVES THE RIGHT NOT TO ENTER INTO (AND/OR TERMINATE) A CONTRACT FOR ANYONE WHO, IN THE JUDGEMENT OF THE UNIVERSITY, REPRESENTS A THREAT TO THE HEALTH, SAFETY AND WELFARE OF EITHER THEMSELVES OR OTHERS, OR ANYONE WHO PROVIDES FALSE INFORMATION TO THE UNIVERSITY.

THE STUDENT (AND THE STUDENT'S PARENT OR GUARDIAN) ACKNOWLEDGES THAT HE/SHE HAS READ THIS CONTRACT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS. ACCEPTANCE OF THIS CONTRACT BY THE UNIVERSITY IS EFFECTIVE UPON RECEIPT. THE UNIVERSITY RESERVES THE RIGHT TO AMEND OR TERMINATE THIS AGREEMENT IN THE EVENT OF NON-COMPLIANCE BY STUDENT WITH THE PROVISIONS HEREIN.

SAMPLE ONLY

_____	_____	_____
(Full Legal Signature of Student)	**(Print Name)**	(Date)

_____	_____
(Full Legal Signature of Parent or Guardian, if student is under 18 years of age)	(Date)

CONTRACT FOR ROOM AND BOARD
IN UNIVERSITY HOUSING
(Residence Halls/Fraternity/Sorority Houses)
AUGUST 20, 2009 - MAY 7, 2010
Excluding Vacations and Semester Breaks
Eastern Illinois University
Charleston, Illinois 61920

SAMPLE ONLY

(Important: READ carefully)
Terms of this Contract supersede all previous contracts.
This Contract is between the Board of Trustees of
Eastern Illinois University and the student (and parent or guardian).

TERMS AND CONDITIONS OF THIS ROOM AND BOARD CONTRACT, ACADEMIC YEAR 2009-2010

*** EARLY BIRD CONTRACT ***

Eastern Illinois University, Charleston, Illinois, offers to furnish room and board, excluding semester breaks and vacation periods of more than one day, in a University Residence Hall/Greek Housing in consideration of the payment of the room and board charges in effect at the time of occupancy. It is understood that fulfillment of this contract is contingent upon the availability of space within the University's Residence Halls/Greek Housing and the proper signature(s) on this contract. If the student is under 18 years of age, a parent or guardian must guarantee the payments specified in this contract.

Until available space is exhausted, all Eastern Illinois University students classified as freshmen (having completed less than 30 semester hours of credit) will be required to live in University Housing. Students who have lived in Eastern Illinois University Residence Halls/Greek Housing for two semesters (two summer terms of residence equal one semester) but who have not yet attained sophomore standing, will be considered to have met the freshman housing requirement.

A signed University Housing contract does not guarantee admission to the University. **Admission to the University is a separate process and application must be made directly to the Admissions Office**. Cancelling your admission to Eastern does not cancel your housing assignment. Requests to cancel your housing assignment must be sent **in writing** directly to the Office of University Housing and Dining Services.

ROOM AND BOARD RATES/CHARGES

Residence Hall/Greek Housing charges for room and board are based upon the meal option chosen by the student. Charges for room and board do not include periods between semesters or vacation periods of more than one day. In addition, dining service will not be provided on official Eastern Illinois University holidays (Labor Day, Martin Luther King, Jr.'s Birthday, Lincoln's Birthday).

1. **The housing down payment of $250 must be received by December 19, 2008, or upon signing the University Housing contract within the December 1 - December 19, 2008 time frame for the fall semester to be considered for the Early Bird Contract.**

MEAL PLAN OPTIONS

$3,367.00 7 PLUS PLAN = 7 Dining Center Meals Each Week plus $200 Dining Dollars per Semester
$3,516.00 10 PLUS PLAN = 10 Dining Center Meals Each Week plus $60 Dining Dollars per Semester
$3,649.00 12 PLUS PLAN = 12 Dining Center Meals Each Week plus $100 Dining Dollars per Semester
$3,794.00 15 PLUS PLAN = 15 Dining Center Meals Each Week plus $140 Dining Dollars per Semester

Dining Dollars are non-refundable. Dining Center Meals MUST be used each week and cannot be accumulated.

The 2009/2010 room and board structure and rates will not be available until the spring semester upon approval by the Board of Trustees. Room and board rates will be included with the assignment letter. We are anticipating an increase of 5% to 8% for the 2009/2010 academic year.

SAMPLE ONLY

2. A finance charge of 1% will be added by the Office of Business Affairs to all accounts or charges that are not paid by the due date. Billed charges for a semester must be paid by November 1 for the Fall Semester, April 1 for the Spring Semester and August 2 for the Summer Session. If the charges are not paid by these dates, a HOLD will be placed on the students records resulting in a loss of access to University services including denial of record transcripts and use of the advance registration system and may result in the cancellation of housing assignment.
3. The University is not responsible for cash sent by mail. Do NOT send cash through the mail.
4. The University reserves the right to increase Residence Hall/Greek Housing charges provided that at least forty-five days' notice has been given prior to the effective date of the increase.
5. Failure to make the housing down payment of $250 by December 19, 2008, will result in the cancellation of your Early Bird Contract.
6. In the event it becomes necessary for the University to enforce the terms of this contract by legal means or by use of a Collection Agency, the undersigned agrees to pay any and all expenses related to the collection of monies owed, including reasonable attorney's fees and court costs.
7. In the event that the student receives financial aid, the undersigned agrees that all outstanding residence hall charges (including charges that are currently due and charges that are past due) may be deducted by the University from such financial aid awards.

CANCELLATIONS AND REFUNDS

8. **Housing Application Fee**
The $50 non-refundable application fee is not applied toward room and board payments. The application fee is not refundable even if a student is not admitted to the University. Residents will be held responsible for damage to University Housing property and will pay all charges immediately upon receiving a bill for the damage. Damage to common areas will be prorated to all the residents.

9. **Room and Board Payments**
This contract is issued for the 2009-2010 academic year or balance thereof excluding vacation periods of more than one day and semester breaks. The student is expected to honor this contract for the entire contract term. The only exceptions are if the student 1)withdraws from Eastern Illinois University and does not re-enroll at any time during the term of this contract, 2)student is dismissed for academic reasons, 3) student does student teaching outside the Charleston/Mattoon area (Unit District 1 or 2), or 4)student graduates. A student shall be considered to have cancelled this contract if he/she gives **written notice of cancellation to the Office of University Housing and Dining Services**, does not assume occupancy of the term of this contract, or vacates an assigned room in University Housing before completion of the term of this contract. If the student cancels his/her contract between the end of Fall Semester and the beginning of Spring Semester and has not removed his/her personal belongings and turned in his/her room key, the actual cancellation date is the date the student officially checks out of the hall with a staff member. Arrangements must be made with the Office of University Housing and Dining Services to check out of their hall. Checking out of the Residence Hall/Greek Housing and filling out the check out card at the end of the semester does not constitute official cancellation of your room and board contract. The effects of contract cancellation are as follows:

a. If the student is not admitted to the University, the student shall be entitled to a refund of the housing down payment.
b. If the student is dismissed from the University for academic reasons, the student shall be entitled to a refund of the housing down payment for the following semester as long as the student has no outstanding bills with the University and officially checks out of the Residence Hall/Greek Housing on the Monday prior to the opening of the Residence Halls/Greek Housing for the succeeding semester.
c. If the student is removed from the Residence Hall/Greek Housing or the University for disciplinary reasons, the student shall be required to pay a late cancellation fee of $750.00 and the room and board charge prorated through the end of the week in which the student officially checks out of the Residence Hall/Greek Housing.
d. If the student enters a student teaching program and student teaches outside the Charleston/Mattoon school district or graduates from the University and so notifies the Office of University Housing and Dining Services in writing on or before June 12, 2009 for the Fall Semester or December 12, 2009 for the Spring Semester, the student shall be entitled to a refund of the housing down payment.

SAMPLE ONLY

e. If the student cancels this contract and withdraws from University Housing and Dining Services **and** the University on or **before June 12, 2009 for the Fall Semester or December 12, 2009 for the Spring Semester**, the student shall be entitled to a refund of the housing down payment.

f. If the student cancels this contract and withdraws from University Housing and Dining Services **and** the University after June 12, 2009 for the Fall Semester or after December 12, 2009 for the Spring Semester and has made the housing down payment, the housing down payment of $250 shall be forfeited. The $250 housing down payment is not required for students continuing from the fall into the spring semester, however, if the student cancels after December 12, 2009 the $250 cancellation charge will be billed to your university account.

Initial

g. If the student cancels this Early Bird Contract after December 19, 2008, has made the housing down payment **and is enrolled at the University during the term of this contract**, the student shall be required to pay the entire room and board charges for the Fall and Spring Semesters.

h. In addition to the late cancellation charge, the student will be responsible for the room and board charges prorated through the end of the week in which the student officially checks out of University housing. Charges are not to exceed the total room and board charges. There will be no refund of room and board charges after the tenth week of the semester.

i. Requests for a full or partial refund of room and board charges for reasons other than those outlined above may be submitted in writing to the Office of University Housing and Dining Services, 600 Lincoln Avenue, Charleston, IL 61920.

SAMPLE ONLY

ASSIGNMENT AND OCCUPANCY

10. **Assignment**

a. Assignments in University Housing are made without regard to race, religion, sexual orientation or national origin.

b. Residence hall and room requests are honored by the University in accordance with an established priority system which is keyed to the date of receipt of the housing application fee. Roommate requests must be mutual.

c. The University reserves the right to move or reassign students to accommodations comparable to those originally assigned at any time during the term of this contract.

d. Residents who remain in a less than capacity room will be given the option to pay the double as a single rate per semester or move to a room with a person in a similar situation. Emergency situations may warrant the temporary placement of students who have opted to pay the additional single room charge. In this situation the single room charge would be prorated. (The current 2008/2009 rate is $750 per semester and we are anticipating an increase of $50 per semester for the academic year 2009/2010. The rate structure will not be approved until the spring semester upon approval by the Board of Trustees.)

e. Greek Housing Only - In the event that the student is no longer an undergraduate member in good standing with the fraternity/sorority, he/she will be required to move from the fraternity/sorority house to a University residence hall. The student will be required to move within five days after their membership ceases in the fraternity/sorority.

f. Greek Housing Only - In signing this contract you agree to abide by the agreement between the chapter and Eastern Illinois University

11. **Occupancy**

a. Prior to vacations and at the end of final examinations, students are required to vacate the Residence Halls/Greek Housing in accordance with published closing information. In special circumstances, exceptions may be made by either the Resident Director or the Office of University Housing and Dining Services.

b. In signing this contract the student agrees during the term of his/her occupancy to consult a medical/mental health professional upon the request of a full-time member of University Housing and Dining Services staff.

c. The University is not responsible for the loss or damage to personal property by fire, theft, or other causes. Valuables should be kept secure at all times by locking the room door while out of the room. In case of theft, the University Police, the Resident Assistant and Resident Director are to be notified immediately.

d. If a student is dismissed for academic reasons at the conclusion of the Fall Semester, it is necessary that the student remove all belongings from his/her room by the 24 hour prior to the opening of the Residence Hall/Greek Housing for the Spring Semester. If belongings are not removed by the above date and official check out is not made with a member of University Housing and Dining Services, the student will be assessed a $100 late check out fee and personal belongings will be removed from the room at the student's expense.

e. Vacation housing may be available in Lincoln, Douglas and Stevenson residence halls for an additional charge per week or any part of the week. This option is available only to those residents assigned to Lincoln, Douglas and Stevenson Halls.

f. It is understood by the student that continued occupancy in the residence halls/Greek Court is expressly contingent upon remaining enrolled in not less than one hour per semester in the University. For continued occupancy the student must be making reasonable academic progress toward a degree.

SAMPLE ONLY

DINING SERVICES

The first contract meal of the semester is breakfast on the first Friday after the halls officially open. The last contract meal of the semester is the meal following the last scheduled examination. Prior to the vacation periods of more than one day (falling within a semester) the last contract meal served is the last meal on the day of scheduled classes. The first contract meal following vacation is the one normally preceding the first hour of resumed classes.

Room and board privileges are not transferable to another individual. There will be no refund for meals not eaten. The meal contract takes into consideration that students do not eat all provided meals during the week and charges were established accordingly. **Changes in meal options must be made in writing to the Office of University Housing and Dining Services no later than the Friday following the first class day of each semester.**

Dining service will not be provided on official Eastern Illinois University holidays. Dining service may be consolidated into one serving center on Labor Day weekend, Lincoln's Birthday weekend and Martin Luther King, Jr.'s Birthday weekend. The residence hall dining centers may be consolidated at other dates throughout the semester when consolidation could result in a savings to the residence hall dining service operation.

GENERAL REQUIREMENTS

In signing this contract the student agrees, during the term of his/her occupancy in University housing, to comply with all rules and regulations of the University and of University Housing, including those relative to preserving order on the premises, use of the premises, protection of University property and maintenance of student status. The general rules and regulations of the University are available in the University Bulletin (General Catalog), Student Handbook, Student Conduct Code, Housing Calendar/Handbook and the various constitutions of University Housing. Students are also bound by State of Illinois statutes, which apply to students and the University, and all registration and contractual agreements signed by the student (and the student's parent or guardian). The written terms of this contract supersede all previous contracts as well as any verbal statements or telephone conversations made concerning this contract.

IN SIGNING THIS CONTRACT THE STUDENT AGREES TO THE TERMS OF THE EIU CENTURY 2000 NETWORK USER AGREEMENT. A COPY OF THIS AGREEMENT IS FOUND IN THE CALENDAR/HANDBOOK AND IS ALSO AVAILABLE AT WWW.EIU.EDU/~HOUSING/TEXT/COMPUTLBS.HTML.

THE UNIVERSITY RESERVES THE RIGHT NOT TO ENTER INTO AND/OR TERMINATE) A CONTRACT FOR ANYONE WHO, IN THE JUDGEMENT OF THE UNIVERSITY, REPRESENTS A THREAT TO THE HEALTH, SAFETY AND WELFARE OF EITHER THEMSELVES OR OTHERS, OR ANYONE WHO PROVIDES FALSE INFORMATION TO THE UNIVERSITY.

THE STUDENT (AND THE STUDENT'S PARENT OR GUARDIAN) ACKNOWLEDGES THAT HE/SHE HAS READ THIS CONTRACT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS. ACCEPTANCE OF THIS CONTRACT BY THE UNIVERSITY IS EFFECTIVE UPON RECEIPT. THE UNIVERSITY RESERVES THE RIGHT TO AMEND OR TERMINATE THIS AGREEMENT IN THE EVENT OF NON-COMPLIANCE BY STUDENT WITH THE PROVISIONS HEREIN.

SAMPLE ONLY

_____	_____	_____
(Full Legal Signature of Student)	**(Print Name)**	(Date)

_____	_____
(Full Legal Signature of Parent or Guardian, if student is under 18 years of age)	(Date)

WATER ☐ CIPS ☐ **Move in hrs. Mon. to Fri. 9-12 and 1-4:30**

UNIVERSITY HOUSING AND DINING SERVICES
EASTERN ILLINOIS UNIVERSITY Charleston, Illinois 61920
CONTRACT FOR UNIVERSITY COURT
(217) 581-8000

SAMPLE ONLY

Note: Closed on Sunday's After hours check-ins are treated as lock-outs Call 217-581-6655 for assistance

August 21, 2009 - May 07, 2010

NAME_____ Telephone # 217-581 -_____
(First) (MI) (Last)

MAILING ADDRESS_____, Charleston, IL 61920

(IMPORTANT: Read carefully and RETAIN a copy for your file. Terms of this Contract supercede all previous contracts.)
This contract is between the Board of Trustees for Eastern Illinois University and the above named student.

TERMS AND CONDITIONS OF THE UNIVERSITY COURT CONTRACT, ACADEMIC YEAR - 2009-2010

Eastern Illinois University, Charleston, Illinois, offers to furnish room in University Court in consideration of the payment of the fee in effect at the time of occupancy. This contract is issued for the dates as indicated above or the balance thereof. Therefore, once the student has agreed to the contract he/she is expected to honor the contract for the balance of the academic year. A signed University Court contract does not guarantee admission to the University. Admission to the University is a separate process and applications must be made with the Admissions Office.

Contract Information

CHARGES

University Court charges are as follows (room rental charges do not include utilities except basic cable TV, trash removal, basic telephone service and internet connections).

1. Payment dates for the 2009-2010 Academic Year are:
FALL SEMESTER 2009 - Due Aug. 12, 2009 $_____ **SPRING SEMESTER 2010- Due December 12, 2009 $_____**

In the event a roommate moves out for spring semester, the remaining roommates will accept responsibility for the balance of the contract in full. ☐

In the event that the resident anticipates being released from the contract at the close of the fall semester and **did not** live in University Housing during the previous Spring Semester, he/she will be charged an additional amount of approximately 10% of the respective rent rate for the entire contract period. ☐

SAMPLE ONLY

2. A finance charge of 1% will be added by the Office of Business Affairs to all accounts for charges that are not paid by the due date. Billed charges for a semester must be paid by November 1 for the Fall Semester, April 1 for the Spring Semester and August 2 for the Summer Session. If the charges are not paid by these dates, a HOLD will be placed on your student records resulting in a loss of access to University services including denial of record transcripts and use of the touch tone registration system and may result in the cancellation of your apartment assignment.

3. The University is not responsible for cash sent by mail. DO NOT send cash through the mail.

4. The University reserves the right to increase charges provided that at least forty-five days notice has been given prior to the effective date of the increase.

5. The University reserves the right to enter the apartment at any reasonable time, with or without prior notice, to make needed repairs; to do insect extermination; to address health, safety and welfare concerns and to provide routine maintenance, renovations, or remodeling. Notice will be given, if possible, for major repairs.

6. In the event it becomes necessary for the University to enforce the terms of this contract by legal means or by use of a Collection Agency, the undersigned agrees to pay any and all expenses related to the collection of monies owed, including reasonable attorney fees and court costs.

7. In the event the student receives financial aid, the undersigned agrees that all outstanding apartment rental charges (including charges that are currently due and charges that are past due) may be deducted by the University from such financial aid awards.

CANCELLATIONS AND REFUNDS

8. HOUSING DEPOSIT -- The housing deposit is a LOSS and DAMAGE DEPOSIT and a GUARANTEE of CONTRACT FULFILLMENT. Residents will be held responsible for damage to University property and will pay all charges immediately upon receiving a bill for the damage.
If the student fulfills the terms and conditions of this contract, the student shall be entitled to a refund of the housing deposit (minus charges for loss or damage) after officially checking out of University Court. Unpaid utility bills will be deducted from the deposit prior to refund.

SAMPLE ONLY

9. RENTAL PAYMENTS -- This contract is issued for the 2007-2008 academic year or balance thereof. The student is expected to honor this contract for the entire contract term. The only exceptions are if the student 1) student is dismissed from the University for academic reasons, 2) the resident does student teaches outside the Charleston/Mattoon area (Unit District1or 2) or 3) student graduates. A student shall be considered to have canceled this contract if he/she gives **WRITTEN NOTICE** of cancellation to the University Court Manager, does not assume occupancy of the term of this contract, or vacates an assigned apartment before completion of the term of this contract. The effects of contract cancellation are as follows:
   a. If the student is not admitted to the University, the student shall be entitled to a refund of the advance housing payment.
   b. If the student is dismissed from the University for academic reasons and officially checks out prior to January 1, the student is entitled to a refund of the housing deposit (minus charges for loss, damages or unpaid utility charges), and the housing payment for the following semester. After this date the student will be responsible for a $500 late cancellation fee and forfeiture of $100 housing deposit in addition to any damages or losses or payments for outstanding utility charges.
   c. If the student is removed from University Court or the University for disciplinary reasons, the student shall be required to pay a cancellation fee of $750.00 and the room and board charge prorated through the end of the week in which the student officially checks out of the University Court apartment; and the University shall retain the student's housing deposit.

d. If the student enters a student teaching program and student teaches outside the Charleston/Mattoon school district or graduates from the University and so notifies the University Court Manager in writing on or before October 15, 2009, for the Spring term, the student shall be entitled to a refund of the housing deposit (minus charges for loss or damage) an the advance housing payment.

e. If the student cancels this contract, **withdraws from the University**, and does not re-enroll at the University during the term of this contract, the following charge will be assessed: loss of $100.00 deposit **plus $500.00 cancellation charge**.

f. If the student cancels this contract but **does not withdraw from the University**, the student shall be required to pay the entire rental charges for the term of the contract and the University shall retain the student's housing deposit.

SAMPLE ONLY

ASSIGNMENT AND OCCUPANCY

10. In signing the contract the student agrees during the term of his/her occupancy to consult a physician upon request of a full-time member of the staff of the Department of University Housing and Dining Services.

11. The University is not responsible for the loss or damage to personal property by fire, theft or other causes. The student is responsible to keep valuables secure at all times by keeping the door locked while out of the apartment. Replacement cost of keys per set is $70.00.

12. The apartment shall be occupied by the students as a private dwelling only and for no other purpose.

13. Pets: There shall be no pets in the apartment, whether residing or visiting, with the exception of fish aquarium life. This provision is strictly enforced by the University.

14. Sublet or Re-Assignment: The apartment rented under this contract may not be sublet.

15. Damage or Hazardous Condition - Notice: The student shall immediately advise the University of any damage to, or hazardous condition, in the apartment and such shall be repaired or removed by the University at the students expense, where appropriate, and the charges to the student, if any, will be billed immediately to the student and shall be due with the rental installment following such billing.

16. Abandonment - Personal Property: If the student leaves any personal property in the apartment or within the apartment complex following termination of this contract and the checking out by the student, such property shall be deemed to have been abandoned in favor of the University.

17. The University Court Apartments are contracted as furnished and all University-owned furnishings must remain in the apartment.

18. The University shall not be liable for damage or injury to person or property occurring within the apartment. The student is expressly advised that private insurance is available from many reputable insurance companies which he/she may obtain to protect himself/herself from such liability.

SAMPLE ONLY

AGREEMENT

In signing the contract the student agrees, during the term of his/her occupancy in University Court to comply with all reasonable rules and regulations of the University and of University Court, including those relative to preserving order on the premises, use of the premises, protection of University (State of Illinois) property, and maintenance of student status. The general rules and regulations of the University are printed in the University Bulletin (General Catalog), Student Handbook, University Court Handbook, Student Conduct Code and the various constitutions of University Housing. Students are also bound by State of Illinois statutes, which apply to students and the University, and all registration and contractual agreements signed by the student (and the student's parent or guardian).

IN SIGNING THIS CONTRACT THE STUDENT AGREES TO THE TERMS OF THE EIU CENTURY 2000 NETWORK USER AGREEMENT. A COPY OF THIS AGREEMENT IS FOUND IN THE CALENDAR/HANDBOOK AND IS ALSO AVAILABLE AT WWW.EIU.EDU/~HOUSING/TEXT/COMPUTLBS.HTML;

THE UNIVERSITY RESERVES THE RIGHT NOT TO ENTER INTO (AND/OR TERMINATE) A CONTRACT FOR ANYONE WHO, IN THE JUDGEMENT OF THE UNIVERSITY, REPRESENTS A THREAT TO THE HEALTH, SAFETY, AND WELFARE OF EITHER THEMSELVES OR OTHERS, OR ANYONE WHO PROVIDES FALSE INFORMATION TO THE UNIVERSITY.

THE STUDENT (AND THE STUDENT'S PARENT OR GUARDIAN) ACKNOWLEDGES THAT HE/SHE HAS READ THIS CONTRACT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS. FURTHERMORE, THE STUDENT (AND THE STUDENT'S PARENT OR GUARDIAN) AGREES THAT THIS CONTRACT SHALL NOT BE BINDING ON THE BOARD OF TRUSTEES FOR EASTERN ILLINOIS UNIVERSITY UNLESS ACCEPTED BY AN AUTHORIZED OFFICIAL OF EASTERN ILLINOIS UNIVERSITY.

X_____ _____

(Full Legal Signature of Student Contract Holder) (Date)

ACCEPTED: BOARD OF TRUSTEES FOR EASTERN ILLINOIS UNIVERSITY

By _____ _____

(Date)

****

PRINT NAME_____ SOC. SEC. #_____

(First) MI) (Last)

HOME ADDRESS_____

(Street) (City) (State) (Zip)

EMERGENCY HOME PHONE #_____ **CELL PHONE #**_____

SECURITY DEPOSIT: Make Payable to EASTERN ILLINOIS UNIVERSITY FOR $75.00 OR $125.00

FOR OFFICE USE ONLY:

Deposit: Date Paid_____ Check #_____ Amount $_____

Transferred. From _____or Apt. #_____

Graduate_____ Student Teach_____ Util_____

Revised 01/2009

SAMPLE ONLY

EASTERN ILLINOIS UNIVERSITY
Charleston, Illinois 61920
CONTRACT FOR A UNIVERSITY APARTMENT
August 20, 2009 - May 27, 2010

NAME _____
(Student/Primary Resident)

ADDITIONAL RESIDENTS_____
(Please print all names) **(Spouse, Domestic Partner, Dependent Child)**

SAMPLE ONLY

(**IMPORTANT:** Read carefully and **RETAIN** for your file, Terms of this Contract supersede all previous contracts. This contract is between the Board of Trustees of Eastern Illinois University and the above named Resident(s). By terms of this agreement, the University grants a license to the resident(s) to utilize services provided by University Housing and Dining including the use of a University Apartment as described herein. The parties agree and understand that this agreement is not a lease and there is no intent by either party to create a landlord-tenant relationship.

TERMS AND CONDITIONS OF THE UNIVERSITY APARTMENT CONTRACT, ACADEMIC YEAR -- 2009-2010

Eastern Illinois University, Charleston, Illinois, (hereinafter "University") offers to furnish room in a University Apartment in consideration of the payment of the fee in effect at the time of occupancy. It is understood that fulfillment of this contract is contingent upon the availability of space within the University Apartments and the proper signature on this contract. If the applicant is less than 18 years of age, parent or guardian must guarantee payments specified in the contract.

This contract is issued for the dates as indicated above or the balance thereof. Therefore, once the resident has agreed to the contract he/she is expected to honor the contract for the balance of the academic year. Requests for exceptions to this provision must be submitted in writing to the Assistant Director, University Housing. A signed University Apartment contract does not guarantee admission to the University. Admission to the University is a separate process and applications must be made with the Admissions Office.

CHARGES

University Apartment charges for the Academic Year for an apartment is $3,776.00 (super- efficiency), $4,036.00 (1 1/ 2 room furnished), $4,244.00 (2 room furnished), and $4,244.00 (2 room-partially furnished).

1. Payment amounts for the 2009 - 2010 Academic Year are:

Contract Information

	Super efficiency	1 1/ 2 room furnished	2 room furnished	2 room partially furnished
FALL SEMESTER 2009	**$1,888.00**	**$2,018.00**	**$2,122.00**	**$2,122.00**
SPRING SEMESTER 2010	**$1,888.00**	**$2,018.00**	**$2,122.00**	**$2,122.00**

**Faculty, and Civil Service or Academic/Professional staff rates are $50.00 per month higher.

2. **$300.00 must be paid prior to August 1, 2009 for fall semester move-ins. $300.00 must be paid prior to December 1, 2009 for second semester move-ins.**
3. A finance charge of 1% per month will be added to all accounts for unpaid charges from the previous billing statement that was not paid by the due date. This charge will continue until all charges are paid regardless of student status.
4. The University is not responsible for cash sent by mail.
5. The University reserves the right to enter the apartment at any reasonable time, with or without prior notice, to make needed repairs; for insect extermination; to address health and safety concerns; and to provide routine maintenance, renovations, or remodeling. Notice will be given, if possible, for major repairs.
6. Failure to make the advance payment on the date indicated for each semester may result in the cancellation of this contract by the University, in which case the resident may be held responsible for the advance payment and the $100.00 housing deposit.
7. In the event it becomes necessary for the University to enforce the terms of this contract by legal means or by use of a Collection Agency, the undersigned agrees to pay, to the University, any and all expenses related to the collection of monies owed, including, reasonable attorney fees and court costs.
8. The University reserves the right to increase University Apartment charges provided at least forty five days notice has been given prior to the effective date of the increase.

SAMPLE ONLY

CANCELLATIONS AND REFUNDS

9. **HOUSING DEPOSIT** -- The housing deposit is a LOSS and DAMAGE DEPOSIT and a GUARANTEE of CONTRACT FULFILLMENT. Residents will be held responsible for damage to University Apartment property and will pay all charges immediately upon receiving a bill for the damage.
   If the resident fulfills the terms and conditions of this contract, the resident shall be entitled to a refund of the housing deposit (minus charges for loss or damage) after officially checking out of the University Apartment at the end of the contract period. Conditions applicable to the refund of the housing deposit in the event of contract cancellation are specified below.
10. **PAYMENTS** -- this contract is issued for the dates listed above or balance thereof. Therefore, once the resident has agreed to this contract, he/she is expected to honor this contract for the entire contract term. The only exception is if the student withdraws from the University or is dismissed from the University for academic reasons, student teaches outside the Charleston/Mattoon school district or graduates. The effects of contract cancellation are as follows:

a. If the student is not admitted to the University, the student shall be entitled to a refund of the housing deposit and the advance housing payment.

b. If the student is dismissed from the University for academic reasons and checks out prior to January 1, 2010, Fall Semester or June 1, 2010, Spring Semester, the student is entitled to a refund of the housing deposit (minus charges for loss or damages), and the advance housing payment for the following semester, as long as there are no outstanding bills with the university. After these dates the student will be responsible for January rent plus $200 late cancellation fee and forfeiture of $100 housing deposit in addition to any damages or losses.

c. If the student is removed from University Apartments for disciplinary reasons, the student shall be required to pay a late cancellation fee of $750.00 and the apartment charge prorated through the end of the month in which the student officially checks out of University Apartments; and the University shall retain the student's housing deposit.

d. If the student enters a student teaching program other than Charleston, or Mattoon school district, or graduates from the University and so notifies the Office of University Housing in writing on or before July 1, 2009, Fall Semester, and December 1, 2009, Spring Semester, the student shall be entitled to a refund of the housing security deposit (minus charges for loss or damage) and the advance housing payment.

e. If the student cancels this contract and withdraws from the University **on or before July 1, 2009, Fall Semester or December 1, 2009 Spring Semester**, the student shall be entitled to a refund of the housing deposit (minus charges for loss or damage) and the advance housing payment, if applicable.

f. If the student cancels this contract and withdraws from the University **after July 1, 2009, Fall Semester or December 1, 2009, Spring Semester**, the following charge will be assessed: loss of $100.00 housing deposit plus $200.00 late cancellation charge.

g. If the student cancels this contract **after July 1, 2009, Fall Semester or December 1, 2009, Spring Semester** but does not withdraw from the University, the student shall be required to pay the entire rental charges for the term of the contract and the University shall retain the student's housing deposit.

h. In addition to the late cancellation charge the student will be responsible for the rent charges prorated through the end of the week or period in which the student officially checks out of the apartment.

ASSIGNMENT AND OCCUPANCY

SAMPLE ONLY

11. Assignments in University Apartments are made without regard to race, color, sex, religion, age, national origin, ancestry, marital status, disability, veteran status, sexual orientation, or any other basis of discrimination precluded by federal and state statues, is strictly prohibited.
12. Apartment requests are honored by the University in accordance with an established priority system, which is keyed to the date of receipt of the $100.00 housing deposit. Priority is first given to students with dependent children, married couples, domestic partners as defined by domestic partnership agreement, and single graduate students, non-traditional students 25 years and older, then faculty, civil service, and academic/professional staff who are full time employees of the university. Priority within each group is determined by the date of receipt of the $100.00 Housing Deposit.
13. Single graduate student residents who wish to share an apartment with another single graduate student, or a non-traditional student 25 years or older, both of whom must be of the same sex, may do so with prior approval by the Office of University Housing. These persons must be registered with the Office of University Housing.
14. The housing payments are the responsibility of the primary resident if an apartment is shared with another student. The Office of University Housing will hold both parties responsible until all amounts are paid in full.
15. In signing the contract the resident agrees during the term of his/her occupancy to consult a physician upon request of a full-time member of the staff of Student Housing.
16. The University is not responsible for the loss or damage to personal property by fire, theft, or other causes. Keep your valuables secure at all times by keeping your door locked while out of the apartment.
17. The apartment shall be occupied only by the residents and members of the immediate family (spouse, domestic partner, and dependent children) of the resident and as a private dwelling and for no other purpose. All occupants must be listed on the front of this agreement.
18. Pets: There shall be no pets in the apartment, whether residing or visiting, with the exception of fish aquariums. This provision is strictly enforced by the University.
19. Sublet or Re-Assignment: The apartment assigned under the Agreement may not be sublet, and the Agreement may not be re-assigned without the expressed written consent of the University.
20. The University reserves the right to move or reassign residents to accommodations comparable to those originally assigned at any time during the term of this contract. The parties agree and understand that the University does not and cannot guarantee specific unit or room assignments for the term of the agreement.
21. Damage or Hazardous Condition - Notice: Resident shall immediately advise University of any damage to, or hazardous condition, in the apartment and such shall be repaired or removed by the University at the resident's expense, where appropriate, and the charges to resident, if any, will be billed immediately to resident and shall be due with the payment following such billing.

SAMPLE ONLY

22. Abandonment - Personal Property: If resident leaves any personal property in the apartment or within the apartment complex following termination of this Agreement and the checking out by the resident, such property shall be deemed to have been abandoned in favor of the University.
23. The University Apartments are provided as furnished apartments and all University-owned furnishings must remain in the Apartment.
24. The University shall not be liable for damage or injury to person or property occurring within the Apartment. The resident is expressly advised that private insurance is available from many reputable insurance companies, which he/she may obtain to protect himself from such liability.
25. Student, Faculty, Staff, and Academic/Professional Staff Status: It is understood by primary resident that continued residence in University Apartments is expressly contingent upon one of the primary resident's enrollment for not less than 9 UNDERGRADUATE HOURS OR 6 GRADUATE HOURS PER SEMESTER , maintaining this enrollment throughout the semester and actual residence in the apartment of such primary resident. The primary resident must be married, in a domestic partnership as defined by the University's Internal Governing Policy for University Housing or the parent or legal guardian of all dependent occupants of the apartment unless special arrangements have been agreed to by all parties (including the Office of University Housing) prior to the time of apartment assignment. The primary resident must maintain actual residence in the apartment. To be eligible to live in the University Apartments during the summer the primary resident must have either been enrolled in 9 UNDERGRADUATE HOURS or 6 GRADUATE HOURS in the spring semester, be pre-registered for the following fall for 9 UNDERGRADUATE HOURS or 6 GRADUATE HOURS and have lived in the University Apartments, or must be enrolled in a minimum of 3 HOURS in a summer school session.
26. The primary resident of University Apartments is required to immediately report to the University Housing Office any criminal convictions of any resident of the apartment that occurs after the beginning of this contract. Failure to report a conviction may result in immediate termination of contract.

SAMPLE ONLY

GENERAL REQUIREMENTS

In signing the contract the resident agrees, during the term of his/her occupancy in the University Apartment to comply with the rules and regulations of the University Apartments relative to preserving order on the premises, use of the premises, protection of University (State of Illinois) property, and maintenance of the status of students. The general rules and regulations of the University are printed in the University Bulletin (General Catalog), Student Handbook, University Apartment Handbook, Student Conduct Code, State of Illinois statutes which apply to students and the University, and all registration and contractual agreements signed by the student and/or student's parents or guardians.

IN SIGNING THIS CONTRACT THE STUDENT AGREES TO THE TERMS OF THE EIU CENTURY 2000 NETWORK USER AGREEMENT. A COPY OF THIS AGREEMENT IS FOUND IN THE CALENDAR/HANDBOOK AND IS ALSO AVAILABLE AT WWW.EIU.EDU/~HOUSING/TEXT/COMPUTLBS.HTML;

THE UNIVERSITY RESERVES THE RIGHT NOT TO ENTER INTO OR TO TERMINATE A CONTRACT FOR ANYONE WHO, IN THE JUDGEMENT OF THE UNIVERSITY, REPRESENTS A THREAT TO THE HEALTH, SAFETY, AND WELFARE OF EITHER THEMSELVES OR OTHERS, OR ANYONE WHO PROVIDES FALSE INFORMATION TO THE UNIVERSITY.
THE STUDENT ACKNOWLEDGES THAT HE/SHE HAS READ THIS CONTRACT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS. FURTHERMORE, THE STUDENT (AND THE STUDENT'S PARENT OR GUARDIAN) AGREES THAT THIS CONTRACT SHALL NOT BE BINDING ON THE BOARD OF TRUSTEES OF EASTERN ILLINOIS UNIVERSITY UNLESS ACCEPTED BY AN AUTHORIZED OFFICIAL OF EASTERN ILLINOIS UNIVERSITY.

SAMPLE ONLY

_____ _____
(Full Legal Signature of Primary Resident) (Date)

_____ _____
(Full Legal Signature – Additional Resident) (Date)

ACCEPTED: BOARD OF TRUSTEES
OF EASTERN ILLINOIS UNIVERSITY

BY_____
Office of University Housing and Dining Services

EIU Century 2000 Network User Agreement

1. I understand that I need an Ethernet adapter card installed in my computer to be able to connect to the EIU Century 2000 Network. I acknowledge that Installing an Ethernet card in my computer is my responsibility, and that:

   a. I may have to arrange with a local outside vendor to assist me with the installation of the card if I am not capable of installing it myself. Eastern Illinois University is not responsible for whatever arrangement I make with an outside vendor to assist me with this.

   b. Not all Ethernet cards will work on the Century 2000 Network, and I will be responsible for purchasing a card that meets the EIU specifications if the card I have does not work. Specifications for the Ethernet adapter cards that work on the network are available at http://www.eiu.edu/~itshelp/

2. I understand that I will need to purchase a CAT 6 cable to permit me to connect the Ethernet card in my computer to the network outlet in my room. I acknowledge that the network interface cable must be treated with care so that it performs properly, and that:

   a. Cables are available for sale at the hall desks. The cost is $15.

3. I understand that I am responsible for any damage to my computer or computer software that may result from trying to connect to the Network. I acknowledge that the University does not have technicians available to make repairs to student-owned equipment, and I agree to contract with a computer hardware vendor or commercial facility to complete any necessary diagnosis or repairs to my equipment so that it will be compatible with the Network, and that:

   a. If my attempt to connect to the Network causes operating problems, the data port(s) in my room may be deactivated, and the port(s) will not be reactivated until the problem is corrected to the satisfaction of the University.

   b. I HAVE made backup copies of operating system and application software.

SAMPLE ONLY

Contract Information

4. I understand that not all computers will be compatible with the EIU Century 2000 Network. I acknowledge that Computer compatibility specifications are available at http://www.eiu.edu/~itshelp/student/wired/index.php, and that

a. I have the necessary installation software disks for my Ethernet adapter card.

b. I have the operating system software installation disks or CD ROM for my computer (Windows 95/or higher or Apple).

5. I understand that my usage of the EIU Century 2000 Network must be in compliance with the University's computer Acceptable Use Policy, and that:

a. One element of that policy is a prohibition on any use which results in commercial gain or private profit (other than allowable under University intellectual property policies).

b. The Acceptable Use Policy is available at www.eiu.edu/~infotech

Eastern Illinois University is not responsible for damage to you, your computer, or your computer components when connecting to or using the EIU Century 2000 Network, and you will use the Network in compliance with the Acceptable Use Policy.

SAMPLE ONLY

Campus

Telephone Numbers

Academic Advising & Learning Assistance Center	581-2313
Academic Affairs, Office of	581-2121
Academic Testing & Assessment	581-5986
Accountancy & Finance (See Business, School of)	
Accounting Office (See Business Services)	
Activities & Organizations	581-3829
Administrative Information Systems (See Business, School of)	
Admissions	581-2223
Adult & Continuing Education, School of,	581-6644
Affirmative Action	581-5719
Afro-American Culture Center	581-5527
Alpha Gamma Delta (See Greek Court Organizations)	
Alpha Phi (See Greek Court Organizations)	
Alpha Sigma Alpha (See Greek Court Organizations)	
Alpha Sigma Tau (See Greek Court Organizations)	
Alumni Services	581-6616
Anthropology/Sociology Department	581-3123
Army ROTC	581-5944
Art Department	581-3410
Arts & Humanities, College of (See Colleges)	
Athletic Ticket Office	581-7611
Athletic Training Program	581-5939
Athletics, Intercollegiate	581-2319
Band Office	581-2622
Benefits (See Human Resources)	
Biological Sciences	581-3126
Biological Sciences Graduate Program	581-3126
Biotechnology Center	581-2514
Board of Trustees Degree Program	581-5618
Brainard House	581-3313
Budget Office	581-5590
Business, School of (See Colleges)	
Business Affairs	581-2921
Business Services	581-2979
Accounting	581-6446
Mail Services	581-6035
Purchasing	581-3311
Business Office	581-3421
Student Accounts/Cashier	581-3715
Camps & Conference Housing	581-7482
Campus Card Office	581-6596
Campus Recreation Office	
Student Recreation Center	581-2821
Informal Recreation & Facilities	581-3961
Wellness Center	581-2820
Campus Scheduling	581-3861

Campus

Telephone Numbers

Career Occupations	581-3226
Career Services	581-2412
Cashier (See Business Office/Student Accounts)	
Center for Educational Studies	581-2116
Central Receiving	581-2914
Central Stores	581-2899
Chemistry Department	581-3322
Child Care Resource & Referral	581-6698
Chick-Fil-A®	581-8156
Civil Rights	581-5020
Civil Service Classification & Pay Administration (See Human Resources)	
Colleges	
Arts & Humanities, College of	581-2917
Art, Department of	581-3410
English, Department of	581-2428
Foreign Languages, Department of	581-3021
History, Department of	581-3310
Journalism, Department of	581-6003
Music, Department of	581-3925
Philosophy, Department of	581-6336
Social Science Studies	581-6362
Speech Communication	581-2016
Tarble Arts Center	581-5832
Theatre Arts, Department of	581-3121
Business & Applied Sciences, Lumpkin College of	581-3526
Business & Technology Institute	581-2913
Family & Consumer Sciences	581-6076
MBA Admissions, Advisement & Certification	581-7824
Military Science, Department of	581-5944
School of Business	581-3528
Technology, School of	581-3719
(See School of Business)	
Education & Professional Studies, College of	581-2524
Early Childhood, Elementary, & Middle Level Education	581-5728
Educational Administration, Department of	581-2919
Grants & Contracts	581-2116
Health Studies, Department of	581-5761
Instructional Technology Center	581-3823
Leisure Studies, Department of	581-3018
Minority Teacher Identification & Enrichment Program	581-7055
Office of Clinical Experiences	581-2620
Physical Education, Department of	581-2117
Post-Baccalaureate Teacher Certification Advisement	581-7984
School/University Partnerships	581-2524
Secondary Education & Foundations	581-5932

Special Education, Department of	581-5315
Teacher Certification, Graduation Plans	581-2517
Sciences, College of	581-3328
Biological Sciences	581-3126
Chemistry, Department of	581-3322
COS Student Affairs (Graduation Plans & Certification)	581-5822
Communication Disorders & Sciences, Department of	581-2712
Economics, Department of	581-5429
Geology/Geography, Department of	581-2626
Mathematics, Department of	581-2028
Physics, Department of	581-3220
Political Science, Department of	581-2523
Psychology, Department of	581-2127
Sociology/Anthropology, Department of	581-3123
Commencement	581-6892
Communication Disorders & Sciences	581-2712
Computer Management (See Business, School of)	
Computer & Operations Management (See Business, School of)	
Conferences & Non-Credit Programs	581-5116
Continuing Education	581-5114
Cooperative Education, Student Services	581-2411
Counseling & Student Development, Department of	581-2400
Counseling Center	581-3413
Daily Eastern News (Student Newspaper)	581-2812
Delta Delta Delta (See Greek Court Organizations)	
Delta Sigma Theta (See Greek Court Organizations)	
Delta Tau Delta (See Greek Court Organizations)	
Delta Zeta (See Greek Court Organizations)	
Development Office	581-3313
Dining & Panther Catering Services	581-5733
Disability Services	581-6583
Text Telephone (Hearing Impaired)	581-6583
Diversity, Civil Rights &	581-5020
Dvorak Concert Hall	581-3010
Early Childhood, Elementary, & Middle Level Education	581-5728
Reading Center	581-7899
Economics	581-5429
Education & Professional Studies, College of (See Colleges)	
Educational Administration	581-2919
Educational Psychology & Guidance (See Counseling & Student Development)	
Emergency	911
Employee & Labor Relations (Human Resources)	581-2610
Employment, Civil Service (Human Resources)	581-3463
Employment Processing (Human Resources)	581-7655
English Department	581-2428
Writing Center	581-5929
English Language Center	581-3390
Enrollment Management	581-2120
Environmental Biology Studies	581-2817
Environmental Control	581-3416
Environmental Health & Safety	581-7068

Campus

Telephone Numbers

Equipment & Training	581-3112
Examinations, Civil Service (See Human Resources)	
External Relations	581-5983
Faculty Development	581-6041
Faculty Employment (See Employment Processing)	
Family & Consumer Sciences, Department of	581-6076
Undergraduate Advisor	581-5310
Family/Graduate Housing	581-5633
Finance (See Business, School of)	
Financial Aid	
Emergency Loan & Veteran Benefits	581-5227
Direct Loan	581-3711
Information	581-3714
Pell Grant/Processing	581-6405
Scholarships	581-5249
Student Employment	581-3712
Student Health Insurance	581-5290
Foreign Language Department	581-3021
Foundation	581-3313
Fraternities & Sororities (See Greek Court - House Phones)	
Fraternity & Sorority Services	581-7665
Gateway Program	581-6692
Geographic Information Systems Lab	581-3126
Geology/Geography Department	581-2626
USDA/NRCS/SOIL/GIS Survey	581-7873
Gerontology	581-6348
Governmental Relations (See External Relations)	
Graduate Business Studies	581-7824
Graduate School	581-2220
Graduate Payroll, Student & (See Human Resources)	
Grants & Research	581-2125
Greek Court Organizations, Greek Court	
Alpha Gamma Delta House	581-6889
Alpha Phi House	581-6785
Alpha Sigma Alpha House	581-6594
Alpha Sigma Tau House	581-6789
Delta Delta Delta House	581-6790
Delta Sigma Theta House	581-7087
Delta Tau Delta House	581-6893
Delta Zeta House	581-6590
Kappa Alpha Psi House	581-7088
Kappa Delta House	581-6784
Lambda Chi Alpha House	581-6890
Phi Beta Sigma House	581-7094
Pi Kappa Alpha House	581-6595
Sigma Chi House	581-6585

Sigma Kappa House	581-7090
Sigma Nu House	581-6898
Sigma Phi Epsilon House	581-6123
Sigma Sigma Sigma House	581-7070
Zeta Phi Beta House	581-7089
Greek Court Front Desk	581-8504
Greenwood School Museum	581-5943
Health Education Resource Center	581-7786
Health Insurance, Student	581-5290
Health Service	581-3013
Health Studies Department	581-5218
History Department	581-3310
Home Economics (See Colleges, Family & Consumer Sciences)	
Hometown News Release Program	581-7650
Honors Program	581-2018
Housing & Dining Services, University	581-5111
Camps & Conferences	581-7482
Computer Labs	581-7708
Dining Service Information	581-5733
Greek Court	581-3967
Residence Hall Information	581-3923
University Apartments	581-5633
University Court	581-8000
Human Resources	581-5825
Classification & Pay Administration	581-3816
Employee & Labor Relations	581-2610
Employment, Civil Service	581-3463
Employment Processing, (See Human Resources)	
Faculty/A&P	581-7655
Examinations, Civil Service	581-3911
Human Resources Information Systems	581-6961
Job Line	581-6917
Management Systems	581-6961
Payroll (Civil Service Hourly)	581-2214
Payroll (Faculty, A&P, Civil Service Exempt)	581-2118
Student & Graduate Payroll	581-5510
Training & Staff Development	581-6402
Worker's Compensation	581-7835
ID Cards, Telecommunications Office	581-6596
Informal Recreation Office	581-3961
Information Technology Services	581-3227
Internet/E-Mail	581-4357
Telecommunications	581-5951
Institutional Studies	581-5023
Instructional Technology Center	581-3823
Insurance, Faculty & Staff (See Benefits)	
Insurance, Property, & Risk Management (Liability)	581-2921
Intensive English Language Center Intern ational Programs Office	581-3390
Internal Auditing	581-5018
International Programs	581-2321
Admissions/Support Services	581-2322
Intensive English Language Center	581-3390

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Telephone Numbers

Study Abroad	581-7487
Intramural Sports Office	581-7000
Inventory (See Property Control)	
Journalism Department	581-6003
Kappa Delta (See Greek Court Organizations)	
Lambda Chi Alpha (See Greek Court Organizations)	
Learning Assistance Center	581-2014
Legal Counsel (See Student Legal Services or University Counsel)	
Leisure Studies	581-3018
Library Hours Hotline	581-6423
Service Desks	
Circulation	581-6071
Government Documents	581-6092
Illinois Regional Archives Depository (IRAD)	581-6093
Interlibrary Loan	581-6074
Media	581-6011
Periodicals, Magazines & Newspapers	581-6073
Reference	581-6072
Reserve	581-6092
SMC: Computer Lab, Videos, & CDs	581-6091
TTY for the hearing impaired	581-6065
Library Services	581-6074
Department Heads	
Acquisition Service	581-6021
Cataloging Services	581-7561
Circulation Services	581-6071
Collection Management Services	581-6092
Library Technology Services	581-6094
Media Services	581-6013
Reference Services	581-6072
University Archives & Special Collections	581-7552
Linder House (Alumni & Community Relations)	581-6616
Loan Collections (See Business Services, Student Accounts)	
Lumpkin College of Business & Applied Sciences	581-3526
Mail Services (See Business Services)	
Management Systems (See Human Resources)	
Mathematics Department	581-2028
Diagnostic Center	581-5934
Graduate Assistants	581-2327
Graduate Coordinator	581-3217
Math & Computer Science	581-6275
McAfee Training Room	581-7615
Media Relations	581-7650
Media Services	581-6011
Medical Professions	581-6387
Military Science Department	581-5944

Minority Affairs	581-6690
TRIO/Student Support Services	581-7849
Minority Teacher Identification & Enrichment Program	581-7055
Motor Pool	581-2899
Music Department	581-3925
New Student Programs	581-6435
Off-Campus Academic Services	581-5114
Orchestra Office	581-3010
Panther Card Office, Telecommunications	581-6596
Panther Dining	581-5733
Carman Hall Dining Center	581-2700
Catering	581-6082
Chick-fil-A®	581-8156
Dining Centers	581-5733
Menu-Line/Food-Line	581-3663
Taylor Hall Dining Center	581-3600
Thomas Hall Dining Center	581-3700
Stevenson Tower Dining Center	581-3900
Panther Express	581-5122
Payroll Office (See Human Resources)	
Peace Meal	581-3612
Phi Beta Sigma (See Greek Court Organizations)	
Philosophy Department	581-6337
Physical Education Department	581-2117
Physics Department	581-3220
Pi Kappa Alpha (See Greek Court Organizations)	
Planning & Institutional Studies	581-5983
Planning & Public Affairs	581-5983
Police Department (University	581-3213
Parking Services Division	581-5416
Political Science Department	581-2523
Pre-Dentistry	581-6907
Pre-Engineering Studies	581-6342
Pre-Legal Studies	581-6220
Pre-Medical Studies	581-6387
Pre-Nursing	581-7840
Pre-Occupational Therapy	581-6383
Pre-Optometry	581-6387
Pre-Pharmacy	581-6384
Pre-Physical Therapy	581-6383
President's Office	581-2011
Pre-Veterinary Medicine	581-6390
Print Center	581-3120
Programs for Professional Enrichment	581-5020
Property Control	581-7111
Psychology Department	581-2127
Publications (University)	581-5982
Purchasing (Business Services)	581-3311
Radio & Television Center	581-5956
Reading Center	581-7899
Regisrar Office	581-3511/3831

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Telephone Numbers

Residence Halls (See Housing & Dining Services, University)	
Andrews Hall	581-3759
Carman Hall	581-5441
Douglas Hall	581-5551
Ford Hall	581-2878
Lawson Hall	581-5131
Lincoln Hall	581-5551
McKinney Hall	581-2878
Pemberton Hall	581-2578
Stevenson Tower	581-5551
Taylor Hall	581-3333
Thomas Hall	581-3079
Weller Hall	581-2878
Residence Hall - Building Services	581-7071
Residence Hall Dining Services, (See Housing & Dining Services, University)	
Carman Hall Dining Center	581-2700
Taylor Hall Dining Center	581-3600
Thomas Hall Dining Center	581-3700
Stevenson Tower Dining Center	581-3900
Retirement (Benefits)	581-5825
Risk Management (See Insurance)	
R.O.T.C.	581-5944
Safety Officer (See Environmental Health & Safety)	
Safety Programs	581-2010
School of Adult & Continuing Education	581-5114
Dean's Office	581-6644
Off Campus & Contract Programs	581-5114
Conferences & Non-Credit Programs	581-5116
BOT/BA Degree Program	581-5618
Sciences, College of (See Colleges)	
Secondary Education & Foundations	581-5932
Sigma Chi (See Greek Court Organizations)	
Sigma Gamma Rho (See Greek Court Organizations)	
Sigma Kappa (See Greek Court Organizations)	
Sigma Nu (See Greek Court Organizations)	
Sigma Phi Epsilon (See Greek Court Organizations)	
Sigma Sigma Sigma (See Greek Court Organizations)	
Social Science Studies	581-6362
Sociology/Anthropology Department	581-3123
Special Education Department	581-5315
Special Events	581-6892
Speech Communication Department	581-2016
Speech-Language-Hearing Clinic	581-2712
Sports Information, Intercollegiate Athletics	581-6408

Student Accounts (See Business Office)	
Student Affairs	581-2312
Student Government/Senate	581-5522
Student Legal Services	581-6054
Student Programs	581-3829
Student Payroll (See Human Resources)	
Student Publications (See Business Office)	
Daily Eastern News (Editorial/Advertising)	581-2812
Warbler	581-2812
Minority Today	581-2814
Student Recreation Center	581-2821
Student Senate, Executive Offices	581-5522
Student Services	581-6396
Student Standards, Office of (Student Conduct)	581-3827
Student Teaching Office	581-2620
Study Abroad Office, International Programs Office	581-7487
Summer School (Lantz)	581-2023
Swimming Pool	581-7763
TDD (Telecommunications Device for the Deaf)	581-3463
Tarble Arts Center	581-5832
Technology, School of	581-3719
Academic Advisor	581-7128
Career Occupations	581-7128
Industrial Technology	581-6269
Graduate Coordinator	581-2721
Telecommunications	581-5951
Textbook Rental Service	581-3626
Theatre Arts Department	581-3121
Costume Designer Office	581-5958
Costume Shop	581-2458
Lighting Designer/TD	581-3219
Scene Designer Office	581-5958
University Theatre Ticket Office	581-3110
Training & Staff Development	581-6402
Treasurer	581-2921
TRIO/Student Support Services	581-7849
University Apartments	581-5633
University Board (See Student Life)	
University Counsel	581-7249
University Court	581-8000
University Police Department	581-3213
University Professionals of Illinois (UPI)	581-6005
University Publications	581-5982
University Studies	581-6056
University Union (Martin Luther King, Jr., University Union)	
Bookstore	581-5821
Bowling/Billiards	581-7457
Business Operations	581-3616
Campus Scheduling	581-3861
Catering & Dining Services (See Panther Dining)	
Check Cashing	581-5122
Copy Express	581-3820

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Dining Services (See Housing & Dining Services, University)	
First Mid-Illinois Bank & Trust	345-8340
Hair Salon	581-7148
Housing Services (See Housing & Dining Services, University)	
Legal Service	581-6054
Lobby Shop	581-3616
New Student Programs	581-6435
Panther Express (Bus Service - not shuttle service)	581-5122
Student Programs	581-3829
Student Government	581-5522
Ticket Information	581-5122
University Board	581-5117
USDA/NRCS/SOIL/GIS Survey	581-7873
User Services	581-5171
Veterans Services	581-5227
Warbler (EIU Yearbook)	581-2812
WEIU FM (88.9)	581-6116
WEIU TV (Channel 51)	581-5956
WEIU FM/TV News Room	581-2911
FM Student Office	581-7371
WEIU Traffic	581-7365
Women's Resource Center	581-5947
Worker's Compensation (See Human Resources)	
Writing Center	581-5929
Zeta Phi Beta (See Greek Court Organizations)	

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